

## Contents

manager of the second of	_
Thoma	-
	_

#### Digital Citizenship

Lesson 1	Explorer in Action	7
Lesson 2	Digital Citizenship and Social Responsibility	13
Lesson 3	Online Communication	20
The state of the s	Information Websites	
The second secon	Commercial and Non-Commercial Internet Services	
Lesson 6	Using ICT for Content Creation	37
Lesson 7	How to Choose Online Sources	43
Lesson 8	Choosing Between Synchronous and Asynchronous	
	Summary on Theme 3	55
	Revision on Theme 3	

#### Theme 4

#### Software Projects



Lesson	Explorer in Action	71
Lesson 2	How Digital Devices Work	77
Lesson 3	An Introduction to Binary Numbers	84
Lesson 4	Determining the Needs for a Digital Project	89
Lesson 5	Gathering Data and Presenting Information	96
Lesson 6	Presenting Information in an Appealing Way	102
Lesson 7	Producing an Effective Presentation	107
Lesson 8	Web Design Principles	111
	Summary on Theme 4	
	Revision on Theme 4	122

Final Exams

**Model Answers** 

Vocabulary

149

156

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#### Theme Lessons:

- Lesson Explorer in Action
- Lesson 2 Digital Citizenship and Social Responsibility
- Lesson 3 Online Communication
- Lesson 1 Information Websites
- Lesson 5 Commercial and Non-Commercial Internet Services
- Lesson 6 Using ICT for Content Creation
- Lesson 7 How to Choose Online Sources
- Lesson 8 Choosing Between Synchronous and

#### Scope and Sequence



3

#### Digital Citizenship

Essential Question: How can ICT tools help us connect with people all over the world

Lesson	Topics		Skills Integr	ation
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LESSON I Explorer in Action	The importance of digital citizenship. Identifying digital platforms to share and store information Environmental concerns	Learn to know: Problem-solving	Scientific values: Appreciation of science and scholars	Citizenship issues: National unity; loyalty and belonging Globalization issues: Digital citizenship
LESSON 2 Digital Citizenship and Social Responsibility	Social responsibility     Corporate social responsibility	Learning to know: Critical thinking Learning to live together: Communication	Personal values: Independence Co-existence values: respect	Globalization issues: Technological awareness, digital citizenship Citizenship values: Awareness of rights and responsibilities, belonging
LESSON 3 Online Communication	Tone of online communication	Learning to do: Decision-making Learning to know: Critical thinking Learning to live together: Communication	Academic values: Appreciation of technology	Environment and development issues: social Participation Globalization issues: Technological awareness
LESSON 4 Information Websites	Information websites     Helpful website     features     Website creation	Learning to know: Problem-solving	Scientific values: Appreciation of science and scholars	Globalization issues: Technological awareness
LESSON 5 Commercial and Non-Commercial Internet Services	Commercial and non- commercial internet services	Learning to know: Critical thinking	Work values: Perseverance	Globalization issues: Technological awareness
LESSON 6 Using ICT for Content Creation	Collections - Microsoft Edge     Writing help - Microsoft Editor	Learning to know: Creativity	Work values: Cooperation	Globalization issues: Technological awareness
LESSON 7 How to Choose Online Sources	Using sources for research	Learning to know: Problem-solving Learning to do: Decision-making	Scientific values: Appreciation of science and scholars	Citizenship issues: National unity; loyalty and belonging Globalization issues: Technological awareness
LESSON 8 Choosing between Synchronous and Asynchronous Communication	Synchronous & asynchronous Communication	Learning to live together: Communication Learning to do: Productivity	Live with others values: Sharing	Globalization issues: Civilizational communication Globalization issues: Digital citizenship Globalization issues: Technological awareness



In this theme, you will learn how to use different digital sources and ICT tools to acquire, create, and share information. You will learn how internet resources are used to communicate and the features that they should include. You will also learn how to analyze the reliability of websites and the products and services they offer. Finally, you'll use online tools to communicate and share information, choosing the form of communication most suited for the task.



#### **Explorer in Action**

#### Peg Keiner

- >> She is from Chicago in the United States and works as:
  - A National Geographic Explorer.
  - 2 A Global Goals Ambassador for United Nations Association Chicago Chapter.
  - 3 The Director of Innovation at a school in Chicago.



<equation-block> بیج کینر

من مدينة شيكاغو في الولايات المتحدة الأمريكية، وتعمل:

- 🕦 مستكشفة في منظمة ناشيونال جيوجرافيك.
- الابتكار في مدرسة في مدينة شيكاغو.



#### At the start of the COVID-19 pandemic in 2020:

- Ms. Keiner noticed that there was a lot of litter from COVID PPE (Personal Protective Equipment).
- PPE, such as:
  - Facemasks
    Disposable gloves
- She decided to help spread awareness of the dangers of litter.



الحظت كينر وجود الكثير من القمامة الناتجة عن معدات الوقاية الشخصية مثل:
 الكمامات.
 القفازات التي تُستخدم لمرة واحدة.

فقررت المساعدة في نشر الوعي بمخاطر القمامة.

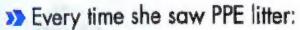




#### The Role of Ms. Keiner in Tracking PPE Litter

دور السيدة كينر في تتبع مخلفات معدات الوقاية الشهرية





- 1) She took a photo of the litter.
- 2 She recorded its location.
- 3 She described the kind of litter (paper, plastic, etc.).

استخدمت السيدة كينر تطبيقًا يُسمى «متعقب المخلفات»:



Debris Tracker

1 كانت تلتقط صورة للقمامة. 2 كانت تُسجِّل موقعها. 3 تصف نوع القمامة (ورق، بلاستيك... إلخ).



- She educated third-through fifth-grade students on the impact of litter, including PPE, on the environment.
- She taught them to use the Debris Tracker, and to collect data on litter and analyze it.
  - لم تكن السيدة كينر تجمع بيانات القمامة بمفردها؛ حيث قامت بتعليم التلاميذ من الصف الثالث حتى الخامس مدى تأثير القمامة على البيئة، بما في ذلك معدات الوقاية الشخصية.
    - 💨 قامت بتعليمهم كيفية استخدام تطبيق «تتبع الخلفات»؛ حيث قاموا بجمع البيانات عن القمامة وتحليلها.
- >> On Twitter and Instagram, Ms. Keiner used the hashtag #trackingppe.
- She piloted social media campaigns to encourage followers in 60 countries to collect PPE Debris and data.
- >> Eventually, there was a lot of data about PPE litter in the Debris Tracker.
  - 💦 أطلقت السيدة كينر هاشتاج trackingppe# على تويتر وإنستجرام.
  - قادت حملات على وسائل التواصل الاجتماعي لتشجيع المتابعين في 60 دولة على جمع مخلفات معدات الوقاية الشخصية والبيانات حولها.
    - إن النهاية، كان هناك الكثير من البيانات حول مخلفات معدات الوقاية الشخصية في جهاز تتبع المخلفات.



- >>> The data uploaded by Ms. Keiner, her colleagues, and her followers is in the form of:
  - GPS map locations
  - Infographics showing the different kinds of debris.
- Researchers analyzed this data and used the results, which highlight the effects of PPE debris on life, to request change.
  - 🧨 البيانات التي تم تجميعها من قِبَل السيدة كينر وزملائها ومتابعيها هي على شكل:
    - 🕦 مواقع خريطة GPS. 🙋 رسوم بيانية تُوضَّح الأنواع المختلفة من المخلفات.
- قام الباحثون بتحليل تلك البيانات واستخدموا النتائج؛ لتسليط الضوء على تأثير مخلفات معدات الوقاية الشخصية على الحياة للمطالبة بالتغيير.

#### تطبيق «متعقب المحلقات» «Debris Tracker:

- >>> It is a free app that can be downloaded on mobile.
- >>> It records the location with GPS.
- It collects data; the user can view and gather the data on a spreadsheet that includes:

The location | The material type | Its date | Its name

- >>> Then it displays each type on the map as a blue dot.
- 33 The data can be viewed as a pie chart or a bar graph.
- The data is stored on the Debris Tracker website and is available for anyone to download and analyze.



- 🌠 هو تطبيق مجاني يمكن تنزيله على الهاتف المحمول.
  - وقرم بتسجيل الموقع باستخدام GPS.
  - وقوم بجمع البيانات؛ حيث يمكن للمستخدم عرض وجمع البيانات في جدول يتضمن:
    - 🚺 الموقع،
    - و نوع المادة التي صنعت منها المخلفات.
      - 👩 تاريخ جمع المخلفات. 🙆 اسعها.
  - 🌠 ثم يعرض كل نوع عني الخريطة كنقطة زرقاء.
- 🎎 يمكن عرض البيانات على شكل رسم بياني دائري أو عمودي.
- يتم تخزين البيانات على المرقع الإلكتروني لـ متعقب المخلفات»، وهي متاحة الأي شخص لتنزيلها وتحليلها.

#### The "Go Green" Initiative

ميادرة واتحضر للأخضر





- It is part of the National Sustainable
   Development Strategy, "Egypt 2030."
- It covers 36 environmental issues and encourages a more responsible attitude toward plastic waste and other debris.
  - >> المسئولية الاجتماعية هي الأساس الذي بدأت عليه وزارة البيئة الصرية المبادرة في عام 2019.
    - تأتي هذه المبادرة في إطار الإستراتيجية القومية للتنمية المستدامة دمصر 2030».
  - وتشمل 36 قضية بيئية، وتُشجع على اتباع نهج أكثر مسئولية في النعامل مع المخلفات البلاستيكية وغيرها من أنواع
     المخلفات.

#### ) Its Goals:

- Spread awareness of environmental issues.
- Emphasizes each citizen's role in protecting the environment and natural resources.

#### > أهداف مبادرة اتحضر للأخضر:

- 1 نشر الوعى بالقضايا البيئية.
- التأكيد على دور كل مواطن في حماية البيئة والموارد الطبيعية.



# Exercises on Lesson 1

	Choose the co	rrect answer:		
T	Personal protect	tive equipment inclu	des and	d disposable gloves.
				[الإسكندرية - العامرية 2023]
	a, facemasks	b. PPE	c. GPS	d. hashtag
2	The Debris Track	er app records the lo	ocation using	[الفيوم - إدارة شرق 2023]
	a. PPE	b. GPS	c. IMS	d. GPR
3	Ms. Keiner used	an app called	to collect	data about PPE litter.
	a. the Debris Tro	acker	b. Zoom	
	c. Skype		d. MS Word	[البحيرة- دمنهور 2023]
4	The data upload	ded by Ms. Keiner, I	her colleagues,	and her followers is
	in the form of	showing	g different kinds	of debris.
	a. GPS map loc	ations	<ul><li>b. infographic</li></ul>	s
	c. a and b		d. none of the	previous
5	The "Go Green"	' initiative aims to sp	pread awareness	s of issues.
	a. educational	b. environmental	c. medical	d. a&b [2023 دمياط
6		inistry of Environmer		o Green" initiative
		basis of	at Provide the state of the	1 10
	a. social studies		b. social respond	The second second
	c. Geological St		d. all the previ	
7		the(#trac		
	a. posts	b. tag	c. hypertext	
-			bu I	[القليوبية - العبور2023]
8	and the second second second	dents collected data		
	a. shared	b. analyzed		d. remove
9	The Egyptian Mi	nistry of Environmer	nt started an init	
	Dist	I o iless	0.0	[الإسكندرية - شرق 2023]
	a. Debris Tracke	r b. Covid PPE	c. Go Green	d, a and b

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## Lesson 2

## Digital Citizenship and Social Responsibility

Digital As a digital citizen, you have both rights and responsibilities. citizenship معتوليات.

#### Rights (www.)

- Privacy
- Protection from piracy
- 3 Ability to engage with others online
- 4 Provide and access information online
- 6 Ability to use the internet when you need to.



- 🚺 الخصوصية.
- 2 الحماية ضد القرصنة.
- القدرة على التفاعل مع الآخرين عبر الإنترنت.
- 4 مشاركة المعلومات والحصول عليها عبر الإبترنت.
- 👵 القدرة على استخدام الإنترنت عندما تحتاج إلى ذلك.

#### المسولات Responsibilities

- 1 Respect others' privacy.
- Respect various sources.
- Exhibit positive behaviour in interactions with others.
- 4 Ensure safe sharing online.





- 🕕 احترام خصوصية الآخرين.
  - 🧷 احترام المصادر المتنوعة.
- اظهار سلوك إيجابي في التعامل مع الآخرين.
  - الحرص على التشارك الأمن عبر الإنترنت.

>>> Peg Keiner uses social media to spread information about how to safely get rid of PPE in the environment.



- >> You can also use the internet to:
  - Help others via social media.
  - Contribute in social activities that help solve social issues, like:
  - **Improving** health care





💎 تستخدم بيج كينر وسائل التواصل الاجتماعي لنشر معلومات حول كيفية التخلص الآمن من معدات الوقاية الشخصية في البيئة. پمكنك أيضًا استخدام الإنترنت من أجل:

🚺 مساعدة الأخرين عبر وسائل التواصل الاجتماعي.

المساهمة في الأنشطة الاجتماعية التي تساعد في حل القضايا الاجتماعية، مثل:

(3) مكافحة العوامل المؤثرة في تغيرات المناخ.

🕕 تحسين الخدمات الصحية. 🌏 مكافحة التلوث.



#### Remember •

- 1 Express your opinions in a positive way.
- 2 Think about how you would communicate with people in person, and how to respect their opinions.
- You may have information sources about a cause (like videos or articles) Be sure that they are accurate and easy to understand.
- Opn't spread false information.
- 6 Make sure the information you share and its purpose are clear.
- 6 Being socially responsible also includes being mindful of the websites you use.
- 1 If a site is spreading false or harmful information, either through their own content or content they advertise, stop visiting that site.

إيضًا استخدام الإنترنت من أجل؛

عكر في كيفية التواصل مع الآخرين مباشرة، وكيفية احترام آرائهم.

🚺 التعبير عن رأيك بإيجابية.

🔞 إذا كان لديك مصادر معلومات حول موضوع أو قضية معينة (مثل: مقاطع الفيديو أو المقالات)، فيجب عليك التأكد من لا تنشر معلومات كاذبة. أن الصادر دقيقة ويسهل فهمها،

أَكُد من وضوح المعلومات التي تشاركها والفرض منها.

السئولية الاجتماعية تتضمن أيضًا الانتباه إلى مواقع الويب التي تستخدمها.

🕜 إذا كان أحد المواقع ينشر معلومات مزيقة أو ضارة، سواء من خلال المحتوى الخاص به أو المحتوى الإعلاني الذي بتضمنه، توقّف عن زيارة ذلك الموقع.

#### Corporate Social Responsibility المساحة المحامية المحامي

- >> Companies also use the internet to help others by:
  - Addressing environmental concerns.
  - Supporting important causes.
- >> This is called Corporate Social Responsibility (CSR).
- Today, many companies include CSR tasks as part of their business plans to provide help to communities around the world.
  - 🧨 يمكن للمؤسسات أيضًا استخدام الإنترنت لمساعدة الآخرين عن طريق:
    - 🕦 معالجة القضايا البيئية.
    - 🙆 تقديم الدعم للقضايا الممة.
    - 🗙 هذا يُسمى السنواية الاجتماعية للمؤسسات.
  - >> في يومنا هذا، تُدرج العديد من المؤسسات المهام نات الصلة بالمسئولية الاجتماعية ضمن خُطط أعمالها؛ لمساعدة المجتمعات المطلبة في كافة أنحاء العالم.



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#### Choose the correct answer:

. 1	Digital citizenship	means you have ri	ghts, such as your	v +11 v +4000000000 W
	a. privacy	b. location	c. keyboard	d. piracy
			[20	[الإسكندرية - العجمي 23
2	Respecting of	hers' privacy is one	of your	as a digital
	citizen.			
	a. rights	b. responsibilities	c. piracy	d. credibility
(3)	The ability to	engage with others	online is one of yo	ur
	as a digital citize	n.		
	a. responsibilities	b. rights	c. privacy	d. security
(4)	One of the respon	sibilities you have as	a digital citizen is	lo
		aring online.		
	c. a and b	· ·	d. none of the pre	
(3)	One of your right	s as a digital citize		
	a. sharing	b. piracy	c. privacy	
	d. sharing	o. piracy		
				[الإسكندرية - المنتزه أول 3:
6	You can access in	formation online as	s this is one of you	r
	as a digital citize	n.		
	a. responsibilities	b. rights	c. privacy	d. a and b
(7)	You should exhibi	t bel	navior in your inter	ractions with
	others online.		·	
	a. positive	b. negative	c. aggressive	d. dangerous
8		to respect online so		
_	a. ignore	b. credit	c. download	
	0	- with Mil	o. download	d. hack

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	9	You can use digital tools as	to help other	ers and contribute
		in social activities.	dia a the EVD	al Vieler
		a. Microsoft Word b. social me	edia c. the END	d. Vlaby   الجيزة - 6 اكتوبر 2023]
ı	100	Make sure the information you sh	are and its numose o	
	(0)	a. clear b. unreliable		d. harmful
ı	6	☐ If a site is spreading false or	•	
	(1)	in a sile is spreading raise of	nammor miormanon,	,000
ı		a. proceed visiting that site	b. stop visiting t	hat site
ı		c. stop visiting the Internet	d. all the previo	
	(12)	One of the objectives of corporate	social responsibility i	s to
ı		a. solve environmental issues		
ı		b. view social problems without	solutions	
i		c. hack sites	d. none of the p	previous
۱				[أبناؤنا في الخارج 2023]
6	2 F	or (x):		
Ì	A S	One of your rights as a digital cit	tizen is privacy on the	e internet. (
ı		One of your rigins as a signal of		[الإسكندرية-وسط 2023]
	<b>(2)</b>	Protection from piracy is one of	your responsibilities	
	487	as a digital citizen.	'	( )
ı				[الدقيلية - بلقاس 2023]
	(3)	As a digital citizen, you have the	e right to use the inte	rnet
I		whenever you want.		( )
	4	Piracy is one of your rights as a	digital citizen.	( )
			Ti .	[الإسكندرية -المنتزه أول 2023]
	3	The factors affecting climate cha	nge are considered	
		one of the most important social	issues.	( )
	(3)	You should visit sites that spread	false information.	( )
				[البحيرة - الدلنجات 2023]
1	_			

Z	Sharing and obtaining information are part of the responsibilities
	that you have as a digital citizen.
	لغربي <mark>ة - ز</mark> فى 20 <b>2</b> 3)
8	Being socially responsible includes not caring about
	the websites you use.
9	You should spread false information.
	عَليوبِية - العبور 2023]
10	Social responsibility is expressing your opinions positively
0	and respecting others' opinions.
	رُسكندرية - إدارة وسط 2023}
(ii	Corporates use the internet to help others.
0	and and the month of the Month of the Care
	(م كندرية - المنتوارا 2023 أولية 12023
ź.	
12	رَّ مَكِنَدُرُونَهُ - المُنتَرَّهُ أُولُ 2023]  CSR is an abbreviation for corporate social responsibility.
	CSR is an abbreviation for corporate social responsibility.
	CSR is an abbreviation for corporate social responsibility.
	CSR is an abbreviation for corporate social responsibility. (  Complete the missing parts using the words between the brackets:
	CSR is an abbreviation for corporate social responsibility.  Complete the missing parts using the words between the brackets:  (fighting pollution – Privacy – positive - CSR –
	CSR is an abbreviation for corporate social responsibility. (  Complete the missing parts using the words between the brackets:
	CSR is an abbreviation for corporate social responsibility.  Complete the missing parts using the words between the brackets:  (fighting pollution – Privacy – positive - CSR –
	CSR is an abbreviation for corporate social responsibility.  Complete the missing parts using the words between the brackets:  (fighting pollution – Privacy – positive - CSR – Respecting others' privacy)
1	CSR is an abbreviation for corporate social responsibility.  Complete the missing parts using the words between the brackets:  (fighting pollution – Privacy – positive - CSR – Respecting others' privacy)  is one of your rights as a digital citizen.  is one of your responsibilities as a digital citizen.
(1) (2) (3)	CSR is an abbreviation for corporate social responsibility.  Complete the missing parts using the words between the brackets:  (fighting pollution – Privacy – positive - CSR – Respecting others' privacy)  is one of your rights as a digital citizen.  is one of your responsibilities as a digital citizen.  You should exhibit behavior in your interactions with others.
(1) (2) (3)	CSR is an abbreviation for corporate social responsibility. (  Complete the missing parts using the words between the brackets:  (fighting pollution – Privacy – positive - CSR – Respecting others' privacy)  is one of your rights as a digital citizen.  is one of your responsibilities as a digital citizen.  You should exhibit behavior in your interactions with others.  We have social responsibility to help solve social issues,
	Complete the missing parts using the words between the brackets:  (fighting pollution – Privacy – positive - CSR – Respecting others' privacy)
(1) (2) (3)	Complete the missing parts using the words between the brackets:  (fighting pollution – Privacy – positive - CSR – Respecting others' privacy)
	Complete the missing parts using the words between the brackets:  (fighting pollution – Privacy – positive - CSR – Respecting others' privacy)  is one of your rights as a digital citizen.  is one of your responsibilities as a digital citizen.  You should exhibit — behavior in your interactions with others.  We have social responsibility to help solve social issues, such as

Choose the correct answer:					
1	1) Personal protective equipment (PPE) includes				
1	<ul><li>a. facemasks</li></ul>		<ul> <li>b. disposable g</li> </ul>		
	c. a and b		d. none of the p		
(2)	Every digital citiz	cen has rights the	at they enjoy, such as		
			c. websites		
3			dressing environme		
	,	tant causes. This <b>b.</b> GPR	is called		
50	a. CSR	•	you must be sure that		
(4)	a. old		c. accurate	d. untrusted	
	u. olu	W. Take	or accordic	[أبناؤنا في الخارج 2023]	
5	The"	," initiative wa	as started by the	Egyptian Ministry	
	of Environment in	2019	·		
	a. Go Green	<b>b.</b> Twitter	<ul><li>c. technology</li></ul>		
	D. + ( () on (Y).			[القليوبية - العبور 2023]	
2	Put (✓) or (X):				
		er is a free app	lication that can be	downloaded from	
	a mobile phone.			( )	
	1			[القاهرة-المستقبل 2023] ا	
(2)	② One of your rights is protection from piracy.				
	Van akantal aasaa	نامسماما مراما ال		[الماهرة - المستقبل 2023] ا	
-	3 You should spread false information.				
1	Be sure the information you share, and its purpose are clear. ( ) [2023 الإسكندرية - المنتزه أول 2023]				
(2)	Ms. Keiner decided to spread awareness of the dangers of the internet.				
1475, Velliel decided to spread dwareliess of the dangers of the internet.					
2	Complete the mis	ssing parts usir	ng the words betwe	en the brackets:	
Ψ.					
		·	Debris Tracker – res		
(1)	Companies use th	ne	to help others by su	pporting important	
	causes.			[الأوهرالشريف 2023]	
.2			s as a digital citizer		
(3:	You should expre	ss your opinions	in a	way.	
4	Respecting other	s privacy is one	of your a	s a digital citizen.	
(5)	The	app recorded	locations with GPS.		

#### Online Communication

#### **Tone of Online Communication**

أسلوب التواصل عبر الإنترنت

- >> When communicating with a teacher, or a person of authority:
  - 1 Be polite and respectful.
  - 2 Use titles, for example, Mr., Mrs., or Dr.
  - Avoid making jokes.
  - Introduce yourself if you haven't met the person you're writing to yet.
  - 6 Be clear about what your message is about.
    - State your reason for sending the message up front.



استخدم الألقاب، مثل: السيد أو السيدة أو الدكتور.

🕦 کن مهذبًا،

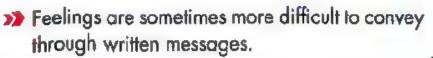
2

احرص على تعريف نفسك إنا لم تقابل الشخص الذي تراسله من قبل.

🔞 تجنُّب الأسلوب لفكاهي.

- کن واضحًا بشأن موضوع رسالتك، واذكر في المقدمة السبب الذي دفعك إرسال الرسالة.
- >> When communicating with a peer or classmate you don't know well:
  - · Be sure to use their full first name.
  - Don't abbreviate it.
- Don't use nicknames.
- >> The abbreviations or nicknames are only appropriate between close friends.
  - >> إذا كنت تتواصل مع قرين أو زميل لك في الفصل لا تعرفه جيدًا:
  - احرص على استخدام اسمه الأول كاملًا من دون اختصارات أو أسماء مستعارة.
  - يكون استخدام الاختصارات أو الأسماء المستعارة مناسبًا فقط بين الأصدقاء القربين.
- >> When communicating with a friend or a family member:
  - 1) It's OK to be more casual in tone.
  - Remember to always be respectful.
    - \* عندما تتواصل مع صديق أو أحد أفراد الأسرة:
    - يمكن أن يكون أسلوب التواصل غير رسمي.
       تذكّر باثمًا أن تكون مهذبًا.

>> When you are on a video call, your emotions will be visible to everyone.





💨 عندما نتحدث عبر القيديق تُظهر مشاعرتا وإنفعالاتنا للجميم.

المعدد نقل الشاعر والانفعالات عبر الرسائل النصية أحيانًا.

#### **Positive Online Communication**

التواصل الإيجابي عبر الإنتريت

- >> Nonverbal communication is lost online and meaning can be misinterpreted negatively. Why?
  - Because it does not explain:
    - Tone of voice Gestures
- Posture
- Eye contact
- >> As a result, it's important to be positive when communicating online.
  - ﴾ التواصل غير الشفهي يُفقُد خلال التواصلِ عبر الإنترنت، ويمكن أن يُساء مهم المعنى سلبًا. لمادا؟ لأنه لا يُوضُّح: نبرة الصوت، والإيماءات، والتواصل اليصري.
    - ◄ لذلك، من المهم أن نكون إيجابيين عند التواصل عبر الإنترنت.

#### How to be positive when communicating online كُبِفَ لَكُونَ ابْحَالِنَا عِبِدُ الْنَوَاصِلِ مِعَ الْآخِرِينَ؟



#### Use positive words:

Set a positive tone with words, such as can and will.

- 🕦 استخدم كلمات إيجابية:
- اجعل للكلام نبرة إيجابية باستخدام كلمات إيجابية، مثل: أستطيع، وسأفعل.



#### Avoid negative words:

Such as can't, won't, and unfortunately.

- 🙋 تجنّب الكلمات السلبية، مثل:
- « لا أستطيع، وأن أفعل، وللأسف.



#### Be conversational

- Add warmth to your words using:
  - Fomiliar words
  - Contractions
  - Personal pronouns
  - Simple sentence structure
- But be careful; you'll still need to use full sentences, proper grammar, and correct spelling.



- أضف المودة إلى كلامك باستحدام: كلمات مألوفة ~ اختصارات ضمائر شخصية تركيب جمل بسيطة.
  - تَذَكَّر أَن تستخدم جُمُلًا كاملة وقواعد نحوية وإملائية صحيحة.



#### 4 Use emojis:

- Emojis add tone and emotion.
- In more formal situations, it's usually safe to use one or two positive emojis.
- If you're unsure, only use emojis if the person you are communicating with uses them first.





- تضيف الرموز التعبيرية النبرة والشاعر. . في المواقف الأكثر رسمية يمكن استخدام رمز تعبيري إيجابي أو اثنين.
  - في حالة عدم تأكدك، يمكنك استخدام الرموز لتعبيرية إذا استخدمها الشخص الذي تتواصل معه أولًا.

#### Begin and end with positive phrases:

- Use friendly or encouraging phrases, such as How are you?
  - 🜀 استخدم العبارات الإيجابية في البداية والنهاية:
  - استخدم العبارات اللطيفة والتشجيعية مثل: كيف حالك؟

#### 6 Assume the best:

- It's easy to misinterpret online communication in a negative way.
- When this happens, try to identify what the person meant, rather than assuming they meant to be negative or hurt your feelings.
  - 🜀 افترض الأفضل:
- ه من السهل إساءة فهم التواصل عبر الإنترنت سلبيًّا، عندما يحدث ذلك، حاول أن تُحدُّد قصد الشخص، بدلًا من افتراض أنه قصد شيئًا سلبيًّا، أو قصد أن يؤذي مشاعرك.

everyone.

a. video call

b. email

c. computer

d, a and b

[الإسكندرية - العامرية 2023]

0	Digit	tal Citizenship		
	positive when you			
			[الإسكندرية - المئتزه ثانٍ 2023]	
		a. use positive words	b. assume the best	
		c. avoid negative words	d. all the previous	
	10	You should always use	while communicating online.	
		a. positive words	b. emojis	
		c. negative words	d. titles	
			[الغربية - زفتي 2023]	
	11	Nonverbal communication does	sn't show	
		a. eye contact	b. gestures	
		c. posture	d. all the previous	
	12	Even in more formal situations	s, it's usually safe to use	
		positive emoji(s).		
		a. one b. two	c. more d. a and b	
	13	Be conversational when you are a	communicating online using	
		a. familiar words	b. abbreviations	
		c. a and b	d. none of the previous	
4	2	Put (✓) or (x):		
7				
	1	Be polite and respectful when co	mmunicating online with others. (	
			[الإسكندرية - المنتزه أول 2023]	
	2	Be clear when writing to some	one for the first time.	
	3	3 Use nicknames when communicating with a classmate you don't know		
		well.	( )	
	4	You must use positive words wh	en communicating online with others.	
			( )	
ı			[القليوبية - العبور 2023]	
	5	When you are on a video call,	your emotions will be invisible to	
		everyone.	( )	
			[الإسكندرية - إدارة وسط 2023]	

ICT Prim. 5 - Second Term

	Online Communication			
6 Abbreviations and nicknames are appropriate when you communicate with strangers.				
You should always be respectful when communicating with others. ( )				
You can be more casual in tone with your teacher.				
When you are writing a message, your emotions will be visible to all. (				
	لبحيرة - دمنهور 2023]			
When you are on a video call, your feelings are invisible.				
Even in formal situations, yo	ou can use emojis. (			
Nonverbal communication is and can be negatively mising Choose from column (A)				
Column (A)	Column (B)			
Use titles  a. if you're communicating with a classmate you don't know well.				
2) You can be more casual in b. if you haven't met the person you're tone.  writing to.				
Don't abbreviate the name c. if you're writing to your friend.				
Introduce yourself	d. when communicating online.			
Avoid negative words      a teacher.      a teacher.				



#### Information Websites

#### Examples of milible online libraries

Egyptian Knowledge Bank



Egyptian Knowledge Bank بنك المعرفة المصري The Alexandria Digital Library



BIBLIOTHECA ALEXANDRINA مكتبة الإسكندرية

#### The Egyptian Knowledge Bank (EKB) offers

### The world's largest collection of online educational resources, including

Articles المقالات Dictionaries القواميس

Encyclopedias الموسوعات Books الكتب Videos مقاطع الفيديو

Audios الصوتيات Interactive files الملقات التقاعلية



- >> Content suitable for all ages.
- >> Safe and accurate sources.
- >> Files can be downloaded to your device.
- >> Material that is subject to copyright.



**>> محتوى مناسب لجميع الأعمار.** 

💦 إمكانية تنزيل المفات على أجهزتك الخاصة.

المتخدامًا مجانيًا لجميع المواطنين المصريين.

﴾ مصادر آمنة ردقيقة.

🜓 مصادر تخضع لحقوق النشر،

#### Helpful website features

سمات مواقع الويب المفيدة

#### Search engines inside the website:

- They are found directly within a web page.
- They provide results based on what you type in the field.
- The EKB and ADL content have specialized search engines.
  - 🚺 محركات البحث داخل الموقع:

- تُقدُّم نتائج بناءً على ما تكتبه في الحقل.
- توجد داخل الموقع مباشرة في صفحة الويب.
- يحتوى بنك المعرفة المصرى ومكتبة الإسكندرية الرقمية على محرك بحث متخصص خاص بهما.

#### **2**i Menus:

- They help you to find information.
- They help you to avoid scrolling and spending too much time looking for general information.
- They include clear titles and content information.

#### 🙆 القوائم:

- تساعدك القوائم في العثور على المعلومات.
- ، تساعدك في تجنُّب التمرير وهدر الوقت في البحث عن معلومات عامة.
  - و تتضمن عناوين واضعة ومعلومات خاصة بالمحتوى،

#### 3 Icons:

They can be clicked to reach other sections or webpages.

🕃 الأيقونات: يمكن النقر عليها للوصول إلى أنسام أو صفحات ويب أخرى.

#### Contact and about fields:

- They are easy to find so visitors can contact or learn more about the people involved in a website.
- About link: may include taglines which are short pieces of information to provide an overall theme for the website.

#### 🙆 حقول «تواصل معنا» و «عن ِالموقع»:

- و يسهل العثور عليها حتى يتمكّن الزوار من الاتصال أو معرفة المزيد حول الأشخاص الشاركين في موقع الوبيب.
- وابط «عن الموقع» قد يتضمَّن عبارات توضيحية؛ وهي فقرات قصيرة من المعلومات تقدم لمحة عامة عن الموقع.

#### - Digital Chizenship

#### الشاء موقع الكبروني Website Creation

- >> Software programs like WordPress are used to create websites.
- >> Website creation steps:
  - 1 In the program, choose:
    - 1 Blanck template Preloaded template
  - Once you choose a template to work with, you will be able to access free design tools to create your website.
  - Be sure to consider the photos and videos, and the font size/type to make your site user-friendly and visually appealing.
    - 💸 خطوات إنشاء موقع إلكتروني:
    - 1 اختر نموذجًا فارغًا أو أحد نماذج البرنامج المحملة مسبقًا.
    - بعد اختيارك للنموذج ستتمكن من الوصول إلى أدوات نصميم مجانية لإنشاء موقعك لإلكتروني.
    - 🕣 لكي يكون موقعك سهل الاستخدام وجذابًا من حيث الشكل، عليك مراعاة الصور ومقاطع الفيديو وحجم الخط ونوعه.

A home page is the first screen a visitor will see when visiting your site. الصفحة الرئيسية: هي الشاشة الأولى التي يراما الزائر عند الدخول إلى المرتع الإلكتروني.

#### Steps to create a homepage:

Write your suggested website's title and a tagline to explain what it's about.

#### Design your home page.

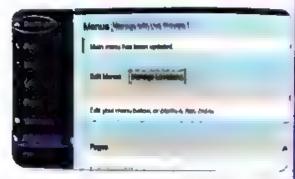
Make sure it's appealing and your theme is clear. Also, add a Contact and About Me page on the website.



3 Add Menus for easy navigating.







) خطرات إنشاء الصفحة الرئيسية لموقع إلكتروني:

- اكتب عنوانًا مقترحًا لموقعك الإلكتروني، والشعار الترويجي الخاص به؛ لتوضيح محتواه. 2 صمم صفحتك الرئيسية.
   احرص على أن تكون جذابة، احرص على أن يكون موضوعك واضحًا، أضف صفحة (تواصل معنا) و(من نحن) على الموقع.
  - 3 أضف (قوائم) لسهولة التنقل باخل الموقع.

## Exercises on Lesson 4

	Choose the cor	rect answer:		
(I)	Reliable online lib	raries include		[الجيزة 6 أكتوبر 2023]
	a. Alexandria Dig	gital Library	b. EKB	
	c. blogs		d. a and b	
2	pro	vides one of the la	gest collections of	online
	educational resources all over the world.			
	a. The EKB		<ul><li>b. Wikipedia</li></ul>	
	c. ADL		d. None of the pro	evious
3	The EKB and ADL	websites have a sp	pecialized	[البحيرة - دمنهور 2023]
	a. personal inform	nation	b. search engine	
	c. browser		d. none of the pre	
	Alexandria Digital Library and Egyptian Knowledge Bank are			
	libraries.			[الإسكندرية - المنتزه أول 3
	a. online	b. offline	c. untrusted	d. a and b
(3)		p you to save time		-
		b. Menus		
(6)	You can click on t	he field to	reach other section	ons or webpages.
	a. Icons	b. Menus	c. About	d. Contact
1	One of the feature	es of EKB website i	s that it	[أبناؤن في الخارج 2023]
	a. contains few so	ources	b. is free to use for all Egyptians	
	c. contains unrelie	able sources	d, all the previou	S
	Egyptian Knowled	ige Bank has conte	ent suitable for	
	a. children only	b. teachers only	c. students only	d. all ages
9	field	d includes short pie	ces of information o	about the website.
	a. Icons	b. Menus	c. About	d. Homepage
10	The first screen a	visitor will see whe	n visiting your site	is called the
		b. Homepage		
				[الإسكندرية - شرق 2023]
				2

igital Citizenship				
The software a. WordPres		eate websites is c. ADL	مكندرية - شرق 2023] , , d. PowerPoin	
12 When you st a. a pre-load c. a and b	tart creating your ded template	b. a blank		
Put (✓) or (X):				
1 The Alexand	ria Digital Library	s one of the unreli	able online sources. (	
2 EKB include:	articles, dictiona	ries, encyclopedia	as, and videos. (	
3 EKB is consid	dered one of the u	reliable online so	الجيزة - الهرم 2023, [الجيزة - الهرم 2023]	
4 EKB allows	ree access to all I	gyptian citizens.	(	
5 Helpful web	sites have search	engines inside the	website.	
6 You can't do	wnload files from	the EKB website.	[القليوبية - العبور 2023]	
7 The EKB offe	rs material that is s	ubject to copyright	] [الإسكندرية - المنتزه أول 2023]. 5	
8 The "About"	field includes sho	ort pieces of infor	nation about the	
website.			(	
	safe and reliable		الفيوم - إدارة شرق 2023]	
10 If is recomm	ended to make yo	ur site visually app	pealing and user-frience (	
11 Website me	nus waste more ti	me when you sea	rch for information. (	
12 To create we	ebsites, you can u	se software progr	ams like WordPress. (	
			كندرية - وسط 2023]	
Choose fro	m column (A)	what suits it in	column (B):	
	P			
Column (A	)	Column	(B)	
Column (A			(B) ections or webpages.	
	a. Click on i	t to reach other se		
1 EKB	a. Click on i	t to reach other se oose it, when you s time when you o	ections or webpages. start creating your websi	
1) EKB	a. Click on i b. You can ch c. Save your information	t to reach other se oose it, when you s time when you o n.	ections or webpages.	

s will be b. invisible	•			
d. none of the	previous			
	*			
	,			
	d. unkind [العيوم - إدارة شرق 2023]			
formation in				
c. Wikis	d. Facebook [أبناؤنا في الخارج 2023]			
nsible person, you	should			
b. avoid maki				
d. use more e	mojis [2023] إ			
	abatia I I			
A helpful website has a search engine inside the website. ( ) [2023 القليونية - العبور 2023]				
2. Using emojis in messages shows the tone and emotion. ( )				
3) When communicating with a close friend, you can use nicknames. ( ) القامرة - المتقبل 2023				
nd spending too r	nuch time looking			
	( )			
ject to copyright.	( )			
Complete the missing parts using the words between the brackets:				
(emojis – Icons – electronic libraries – reliable – difficult)				
one of the examp	les of			
ne communication	n.			
o reach other sec	tions in the webpage.			
	[الإسكندرية - العجمي 2023]			
of the	websites.			
lings are	to convey.			
	b. invisible d. none of the that is used to co c. WordPress havior with others c. VPN formation in c. Wikis ensible person, you b. avoid maki d. use more en gine inside the words friend, you can use the tone and emot friend, you can use despending too re ject to copyright. The words between the communication the communication the communication			

#### Commercial and Non-Commercia Internet Services

#### Websites are classified into



Commercial Websites

2 Non-Commercial Websites

#### Purpose

To sell products or services.

بيع المنتجات أن تقديم الخدمات.

To provide information or raise awareness on an issue.

توفير المعلومات أو التوعية حول مسألة ما.

#### Example

Amazon website

Egyptian Knowledge Bank



Egyptian Knowledge Bank بنك المعرفة المصرى

amazon

NOTES

- Commercial websites include customer reviews, which can be helpful to both the business and the customer.
- Reviews help customers decide if they want to buy a particular product or not.
  - تتضمن المواقع التجارية جزءًا مخصصًا لتعليقات العملاء وآرائهم؛ مما يفيد الشروع والعميل،
    - تساعد تعليقات العملاء وآراؤهم العملاء الآخرين في اتخاذ قرار شراء منتج معين أم لا.

We can get information about any product from

1) Reviews

2 Advertisements





#### Fake reviews:

Some businesses want to make their products seem more appealing, so they write their own positive reviews or have family or friends do it.



Sometimes a rival business will post negative reviews under a false name on their competitors' sites to prevent potential customers from making a purchase.

#### >> التعليقات والتقبيمات الوهمية:

- تكتبها الشركة بنفسها أو يطلب أعضاؤها من أفراد أسرهم أو أصدقائهم كتابة تعليقات إيجابية للترويج لنتجات الشركة.
- في بعض الأحيان، تنشر شركة منافسة تعليقات سلبية تحت أسماء مستعارة على المواقع الإلكتروبية لذانسيهم: بغرض منع العملاء المحتملين للشركة التي ينانسونها من شراء المنتجات.

#### NOTES:



Some reviews may not be entirely fake, but they may be misleading.



- A review that's overly positive or negative shouldn't be trusted.
- 3 Extreme reactions to products <u>aren't</u> usually good indicators of a product or service's true value.
  - 🕦 قد لا تكون بعض التعليقات والتقييمات وهمية تمامًا، لكنها قد تكون مُضلَّلة.
    - لا يجب الوثوق بتعليق أو تقييم يبالغ بالإيجابية أو السلبية.
  - الانفمالات البالغ فيها تجاه المنتجات قد لا تكون مؤشرًا جيدًا لقيمة المنتج أو الخدمة الحقيقية.



#### 2 Advertisements:

>>> Websites can use information about the sites you visit and online accounts you have, to place advertisements, that are geared towards your:

**O** Interests

**@** Geographic location

**⊗** Age

4 Gender

يمكن ثواقع الويب الحصول عن معلومات حول المواقع التي تزورها، وأي حسابات تملكها عبر الإنترنت؛ بعرض وضع إعلانات تتطابق مع: اهتماماتك، موقعك الجغراف، عمرك، جنسك.

#### For example:

Rami likes to watch videos about football, his favorite sport.
 He also likes electronics and looks up the latest gadgets.
 When Rami is watching videos online, the advertisements that pop up are often for sporting goods, or computer products.



بحب رامي مثلًا مشاهدة مقاطع فيديو عن كرة القدم، فهي رياضته المفضلة، كما يحب الأجهزة الإلكترونية ويبحث دائمًا
 عن الابتكارات الجديدة فيها.

وعندما يشاهد رامي مقاطع فيديو على الإنترنت، فغالبًا ما تتعلق الإعلانات التي تظهر له بالسلع الرياضية أو المنتجات الحاسوبية.

 If you visit a certain website, or focus on a specific brand, that brand might pop up more whenever you visit other websites.

إذا زرت موقعًا إلكترونيًا معينًا أو ركزت على علامة تجاربة معينة؛ فقد تظهر لك هذه العلامة التجارية أكثر فأكثر كلما زرت مواقع إلكترونية أخرى.

Choose the correct answer:				
1		. websites. [2023 مرة المستمار 1923]		
	a. commercial	b. non-commercial		
	c. all the previous	d. none of the previous		
3	· ·	commercial website. [2623 ما تعربية روي 12623]		
		c. WhatsApp d. ADL		
3	Commercial websites often include			
	a. customer reviews	b. scientific materials		
	c. news articles	d. none of the previous		
	The purpose of non-commercial w	ا تنجيرة - دميور 2023] ebsites is to		
	a. sell products			
	c. provide information	d. b and c		
(3)	The purpose of commercial websi	ites is to		
	<ul> <li>a. provide information</li> </ul>	b. raise awareness		
	c. sell products	d. none of the previous		
8	Reviews help decid	le if they want to buy a product or not.		
	a. customers b. businesses	c. a and b d. none of the previous		
7	is an example of non-co	ommercial websites. [2023] الدفهلية - بلقاس		
Ī	a. EKB b. Amazon			
8	reviews include po	sitive reviews written by businesses to		
	make their products more appealing.			
	a. Personal b. Fake			
2	are usually used to	get information about a product.		
-	a. Reviews b. Advertisements			
10		bout the sites you visit to show		
600	about your interests.	Door in a wind you view to differ mining		
	· ·	c. information d. feedback		
60°				
113		says, "It is a very bad product; I wish		
		s is considered a comment.		
	a. positive	b. negative		
	с. поле of the previous	d. all the previous		

⊸ Digi	ital Citizenship				
	Your friend bought one of the means he used a	ne football equipment site. b. non-commerce d. educational	[أبناؤنا في الخارج 2023]		
2	Put (✓) or (X):				
(1)	The purpose of non-commercusuch as Amazon.	cial websites is to sell [20	products or services, الإسكندرية وسط 23]		
2	Websites are classified into co	ommercial or non-comm	nercial sites. ( )		
3	3 The EKB is an example of a commercial website.				
	(البحيرة-دمنهور 2023] Commercial websites often include customer reviews. [2023				
5	Some rival businesses write				
			الإسكندرية - المنتزه أول		
6	A review that's overly positive or negative should be trusted.				
7	Amazon is an example of co				
8	Reviews can affect the products and services positively or negatively.				
9	Extreme reactions to a product often indicate its true value. (				
-	We should depend on fake reviews when evaluating products. (				
	Customers' reviews are useful	, .			
12	We can buy products online	from non-commercial	websites. (		
13	Classify the following we	ebsites into comm	ercial or		
	non-commercial interne				
	Website	Commercial	Non-Commercial		
, }	ADL				
3	Amazon				
	The Ministry of Education				
	EKB				
[	Jumia & Noon				



#### **Using ICT for Content Creation**

#### Microsoft Edge

Microsoft Edge is the web browser that comes with Microsoft Windows and helps you browse, search, stream, and more.



>> هو متصفح ویب پرافق نظام ویندوز (مایکروسوفت ویندور) بساعدك في: انتصفح، والنحث، ومشاعدة مقاطع الفیدیو، وغیرها.

#### The Collections feature in Microsoft Edge

- >> It organizes research in one place and on multiple devices.
- >> You can start a collection for each new project or assignment.
- >> Within each collection, you can add:
  - Videos

2 Images (including charts and graphs)

Text

4 links

6 Notes

- 6 Entire web pages
- >> You can also export each collection to other apps, such as Excel and Word.

# Welcome to Collections Callect and opposes and pages and years.

#### خاصية للجموعات في مايكروسوفت إيدج:

- تُتخَلُّم البحث في مكان واحد وعلى أجهزة مشتلفة.
- يمكنك من خلالها أن تبدأ مجموعة لكل مشروع
   أو مهمة جديدة.
  - و داخل كل مجموعة بمكتك أن تضيف:
    - 🕦 مقاطع فيديو.
- ورًا (بما فيها المخططات والرسوم البيانية).
  - 🕃 نصوصًا، 🌎 🐧 روابط.
  - أي ملاحظات.
     أي مسفحات ويب كاملة،
- معكنك أن تُصدر كل مجموعة إلى تطبيقات أخرى
   مثل: Word وExcel

#### TO STORE SATIRATION

- Select Collections on the toolbar.
- Select Start a New Collection.
- Type the title of your collection in the box.
- Add content by selecting Add Current Page
- Drag an image into the collection.
- Select text or links and drag them into the collection.



Note: You can ask your teacher for help in downloading programs.

#### خطوات بدء مجموعة مايكروسوفت إيدج Microsoft Edge:

- حدُّد (المجموعات Collections) الموجودة على شريط الأدوات. اختر (بدء مجموعة جديدة Start a New Collection).
  - اكتب عنوان مجموعتك داخل الإطار.
  - أضف محتوى إلى مجموعتك عن طريق اختيار (إضافة الصفحة الحالية Add current page).
    - ◄ اسحب صورة إلى داخل المعموعة وحدَّد تصوصًا أو روابط واسحبها إلى داخل المجموعة.

<u>صلاحظة:</u> يمكنك أن تطلب مساعدة من معلمك في تنزيل البرامج.

#### Writing Help Microsoft Editor المساعدة وفي الكتابة

>> Microsoft Editor is used to check for spelling and grammar.

#### Microsoft Editor will highlight problems, such as

Capitalization errors

Sentence fragments

Missing or incorrect words and punctuation

- ويستخدم محرر مايكروسوفت للتحقق من القواعد النحوية والإملائية.
- فيسلط الضوء على بعض الشكلات مثل: أخطاء الأحرف الكبيرة في اللغة الإنجليزية، والجمل المتقطعة، والكلمات أو علامات التنصيص
   الفقوية أو غير الصحيحة.

of 28 h little at found to the continuous contraction of the contracti

Lesson (6)

- >>> Then it makes a suggestion to correct each error.
- >> You decide whether to accept or ignore each suggestion.
- Other tools (or refinements), such as punctuation conventions and vocabulary are also available.
  - ثم يُقدُم اقتراحًا لتصميح كل خطأ.
  - أنت مَنْ يقرر قبول كل انتراح أو رفضه.
  - تتوفر فيه أيضًا أدوات أو محسنات كعلامات الترقيم والصطلحات.



- Select the Editor icon in Word's toolbar or in the browser.
- Review possible grammar and spelling errors using the Editor.
- © Consider suggested refinements to improve clarity, formality, and conciseness.
  - 1 اختر أيفونة «المرر» في شريط أدوات Word، أو في المتصفح.
  - وراجع الأخطاء النحوية والإملائية المحتملة باستخدام المحرر.
  - انظر في التمسينات المقترحة لتمسين الوضوح والأسلوب الرسمى والإيجاز.

### NOTE

- You can get the Editor online extension to also use this tool when you
  do searches or write emails.
- ه يعكنك الحصول على امتداد المعرر عبر الإنترنت لاستخدام هذه الأداة أيضًا عند إجراء عمليات بحث أو كتابة رسائل بريد إلكتروني.

# Exercises on Lesson

	Choose the correc	ct answor:		
1	is a w a. Microsoft Edge c. Google Chrome		<ul><li>b. Microsoft</li><li>d. PowerPoi</li></ul>	
2	place and on multipl	ature in Micro	osoft Edge org	anizes research in one d. Editor
3	stream, and more.  a. Microsoft Editor  c. Microsoft Word	veb browser ti	b. Microsoft d. Microsoft	•
A	4	ns" feature in l		اللاسكندرية - المنتزه نان 2023] ع. you can add
5				pps, such as MS Word.  d. upload
6,	To start a collection i a. Start New Collect c. New File	n Microsoft Ed	dge, you can s b. New We d. New Slice	
7:	You can usea, Microsoft Editor c. Microsoft Word	to chec	k for spelling of b. Microsof d. Collectio	
(8)	You can add Edge. a. webpages b			[ابناونا في الخارج 2023] ns" feature in Microsoft
	a, woohagaa , D		c. notes	d, all the previous

	9 Microsoft Editor problems, such as incorrect words.  a corrects b. highlights c. deletes d. ignores
	a. corrects b. highlights c. deletes d. ignores  o Select the in Word's toolbar, or in the browser, to review
	possible grammar and spelling errors.
	a. Editor icon b. Watermark icon
	c. Review menu d. Layout menu
	Put (✓) or (X):
	Browsers can help you search for and view videos online.
	[الإسكندرية - المنتزه أول 2023]
	"Collections" feature is used to check for spelling and grammar errors.
	Microsoft Edge is the web browser that comes with Microsoft Windows.
	[الإسكندرية - وسط 2023]
	(a) You can add entire webpages to Microsoft Edge collections.
	Microsoft Editor is used to check for spelling and grammar errors.
	You cannot export a collection to Excel or Word.
ľ	[الإسكندرية - العامرية 2023]
	Microsoft Editor corrects the spelling errors automatically without your intervention. ( )
	Microsoft Editor highlights writing problems, such as capitalization errors.
Ġ	( )
	Complete the missing parts using the words between the brackets:
۱	
	(Microsoft Edge – incorrect punctuation – Microsoft Windows – Microsoft Editor - Sentence fragments)
	1 is a browser that can help you browse, search, and stream.
	Some applications, like Microsoft Edge come with
	is used to make suggestions to correct errors.
X I	
	and are examples of writing problems.

# Test Courselle Lessons 5&6

		Choose the corre				
		Microsoft Edge is a/ a. search engine Reviews help custom	<ul> <li>b. web browser</li> <li>ers decide if they was</li> </ul>	c. antivirus nt to	d. EKB product or not	
		a. sell	b. buy	c. check	d. a and b	
	3)	a. Microsoft Editor	editing and checking to b. Microsoft Edge	or spelling and c. WordPress	grammar. d. Collections [2023 میاط	
	(1)	The purpose of	websites is to sell	products or s	ervices.	
		a. commercial	b. non-commercial	c. share	d. libraries الإسكندرية - العامرية 3	
	(3)	Rivals may post	reviews on compe			
		customers from mak	_ ,		1	
1			b. fake	c. gratetul	d. supportive	
O CONTRACTOR		Put (✓) or (X):	1 1		() \ \ () = \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
		Google Chrome is th	ne web browser that c	omes with Mic	rosoff Windows	
	2	Amazon is a comme	ercial website.		الجيزة - الهرم 2023]	
	(3) (4)	The purpose of com Microsoft Edge doe Word.	mercial websites is to sn't allow you to ex	port a collecti	dge. ( on to Excel and	
	(3)	Microsoft Editor hi	ahliahts writing prol	-	الإسكندرية - وسط 2023 s capitalization	
	(2)	errors.	gg		(	
No.		Complete the missir	ng parts using the w	ords between	n the brackets:	
	(reviews - digital library – Amazon – raise awareness – Editor)					
		We can buy a new l			:	
			ors, choose the			
	3		ncourage customers		uct.	
	(5)		n-commercial website on-commercial sites		information d	
	4	about an		is to provide	<ul> <li>اااانانانانانانانانانانانانانانانانانا</li></ul>	



### **How to Choose Online Sources**

#### Using Sources for Research

#### Online Libraries:

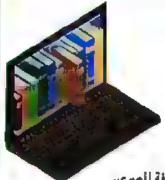
- >> They are helpful for searching different media, such as images or videos.
- They sometimes include dictionaries, thesauruses, and encyclopedias.
- >> These are also on separate sites, too. Make sure they are verified.

#### **Examples of trusted online libraries**

Alexandria Library

**EKB** 

>> They have secure, verified information.



أولًا: للكتبات الرقمية عبر الإنترنت:

- 🧨 تفيدك في البحث عن وسائط مختلفة، مثل: الصور ومقاطع الفيديو.
  - 🧨 تحتوى أحيانًا على: قواميس، ومعاجم، وموسوعات.
- 🧨 وتوجد أيضًا عل مواقع منغصلة؛ لذلك احرص على أن تكون مدنقة.
- 🧨 من أمثلة مراقع المكتبات التي تتضمن معلومات آمنة وموثوقة: مكتبة الإسكندرية، وينك المعرفة المصري.

#### >> Creative Commons Search

- Offers copyright free information.
- Not all Creative Commons sources are verified or accurate, so be careful.
  - 🗨 بحث الشاع الإبداعي: يُقدُّم معلومات خالية من حقوق النشر،
  - 🗨 ليست كل مصادر المشاع الإبداعي تم التحقق منها أو دقيقة؛ لذا كن حذرًا.

#### Online Maps:

- >>> They can provide clear, accurate, and updated directions to the required places, such as Google Maps.
- If you need to display a street or an area map, always check online maps with the help of your teacher.



النبَّا: الخرائط الرقمية عبر الإنترنت:

Google Maps تُوفّر الخرائط الرقمية عبر الإنترنت مثل Google Maps

اتجاهات وأضعة وبقيقة إلى الأماكن المطلوبة.

🥎 يمكن الاعتماد عليها إذا كنت بحاجة إلى استعراض أحد الشوارع

أو خريطة منطقة بمساعدة معلمك.

#### 3 Online Museums:

- >> They can be wonderful reference sites.
- They allow you to view museums digitally.
- They generally include information about each museum.

🗨 تثبح لك مشاهدة المتاحف على جهازك الرقسي.



ثالثًا: المتاحف الإلكترونية عبر الإنترنت:

- 💨 يمكن أن تكون مواقع مرجعية رائعة.
- 💨 تتضمن بشكل عام معلومات حول كل متحف.

#### 4 Specialized Search Engines:

- >>> Specialized search engines, such as Google or Bing are very useful.
- Try to use appropriate keywords in your search; otherwise some results might not be relevant.

Seneral search engines may lead you to unreliable pages or even worse, unsafe pages.



رابعًا: محركات البحث المتخصصة:

- ♦ محركات البحث المتخصصة مفيدة جدًّا، ومن أمثلتها: Google وBing وBing.
- عند قيامك ببحث عبر الإنترنت استخدم كلمات مفتاحية مناسبة، وإلا قد لا تكون بعض النتائج دات صلة.
  - )) قد تقودك محركات البحث العامة إلى صفحات غير موثوقة أو إلى صفحات غير آمنة

#### 6 Meta information of a Website:

- >>> It Includes keywords, information about the site, and its content.
- >> Meta information is displayed below each link in the search engine results.
- >> It allows you to read more about the site before clicking on the link.

#### At the bottom of the websites:

>> There is usually additional information, such as:

A copyright notice

Logo

Contact information Social media icons

>> Clicking on these links can help you decide if the site is reliable or not.

- 🧨 تتضمن المواقع الإلكترونية معلوماًات وصفية، مثل: الكلمات المفتاحية. معلومات حول الموقع وما يحتويه.
  - 💦 يتم عرض العلومات التعريفية أسفل كل رابط في نتائج محرك البحث.
  - 🕊 تعطيك المعلومات الوصفية فرصة لقراءة المزيد عن الموقع قبل النقر على الرابط،
    - 🕊 يحتري الحزء السفلي من المواقع الإلكترونية على:
    - 🙆 شعار الموقم،
- 🕦 عبارة حقوق النشر.
- العلومات للاتصال بالموقع.
  العقونات وسائل التواصل الاجتماعي.
- - 🕊 يمكن أن يساعدك النقر على هذه الروابط في تحديد ما إدا كان الموقع موثوقًا أم لا.

#### Test Yourself

#### Complete the following:

- TEKB and ADL have ..... and ..... information.
- 2) Online libraries sometimes include ...... and ..... and .....
- Creative commons search provides . .... .... information.
- allow you to view museums on the internet.
- To visit an unfamiliar location, you can use ..... such as Google Maps
- 6 allows you to read more about the site before clicking on the link.

# Exercises

1	Choose the correct answer:
	Online libraries may include
	A Creative Commons search is a resource to find materials, a. copyright-free b. protected c. digital d. offline
	If you need to display an area map, check online [2023]
4	Online libraries, such as
5	is an example of specialized search engines. [2023 البحيرة الدلنمات 2023] a. Bing b. Excel c. PowerPoint d. Word
6	
	allow(s) you to read more about the site before clicking on the link.  a. Online libraries  b. Meta information  c. EKB  d. About link [2023]
8	is/are reference site(s) that allow(s) you to view museums digitally.  a. Online libraries  b. Online Museums  c. Online Maps  d. Vlaby  (2023 إلى كندرية - المنتزه ثان

..... are helpful for searching different media, such as images or videos online. b. Online museums a. Online libraries

c. Online maps

d. Online meetings

10 The copyright notice, logo, and contact information are placed at the of the website.

a. top

b. middle

c. bottom

d. back

a. Bing

b. Google Chrome c. Facebook

a. keywords c. a and b

b. information about the site

d. none of the previous

	The meta information of the sites are placed each link.			
	a. above b. below c. opposite to d. next to			
ı	الجيزة - البرم 2023]			
(	Put (/) or (x):			
	(1 All online information is trusted. [2023] الجيرة 1 اكتوبر 2023]			
Online libraries are helpful for searching different media, such as in or videos.				
	Google maps can provide clear and accurate directions to the required			
	places. [2023]			
	General search engines can only lead to reliable pages.			
	Online libraries may include dictionaries, the sauruses, and encyclopedias			
	ا Websites do not contain meta information. [2023] [ الإسكندرية - العامرية [2023]			
	You can visit museums digitally through online museums.			
	To display a street or an area map, you can check online maps.			
	لدقهلية - بلقاس 2023]			
	② One of the most famous search engines is Bing. [2023 اللفيوم إدارة شرق 2023] (			
	It is not necessary to use appropriate keywords in your search.			
ı	To display an area map, you can check online maps with the help of your teacher.			
۱	At the bottom of websites, there is additional information that can help			
	you decide if the site is reliable or not.			
	Complete the missing parts using the words between the brackets			
	(Google or Bing - meta information - Online museums - Online maps - Online libraries)			
	include information about each museum.			
	2such as Alexandria Library and EKB, have secure and verifie			
	information.			
V 100 1	3 A website's tells you keywords and information about the site			
1	and what it contains.			
	Specialized search engines, such as are very useful to load			
	for information online.			
1	provide clear and accurate directions to the required place			

## Lesson (



## Choosing Between Synchronous and Asynchronous Communication

#### Synchronous Communication:

- It is a rea-time communication between people.
- >> Everyone interact and take in information at the same time using digital tools.

#### الاتصال المتزامن؛

- هو التواصل خلال الوقت الفعل بين الأشخاص.
- يتفاعل الجميع ويتلقون المعومات في الوقت نفسه باستخدام الأدوات الرقمية.

#### synchronous communisation tools

Video chats



Live TV shows



Instant chat rooms







#### Synchronous communication is useful when:

- 1 You are writing about a lighthearted, everyday matter.
- When communicating with friends or family.
- 3 When you need an immediate or quick response.



🕗 البرامج التلفزيونية المباشرة.

تتضمن الأدوات الرقمية للاتصال المتزامن:

🕕 محادثات الفيديو.

🕄 غرف الدردشة الفورية.

پكون الاتصال للتزامن مفيدًا:

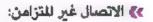
🧷 عند التواصل مع الأصدقاء أو العائلة.

🚺 عندما نكتب عن مرضوع بومي مرح.

🕄 عندما تحتاج إلى استجابة فورية أو سريعة.

#### Asynchronous Communication:

- >> It is a communication that does not occur in real time.
- >> It does not require an instant response.

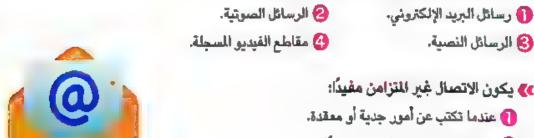


- هو التواصل الذي لا يحدث خلال الوقت الفعل.
  - لا يتطلب ردًّا فوربًا.



#### Asynchronous communication is useful when:

- 1 You are writing about serious or complicated matters.
- When communicating with someone you don't know well.
- When communicating with someone in authority.
- When you don't need an answer right away (immediate answer).



🕊 يكون الاتصال غير المتزامن مفيدًا:

1 عندما تكتب عن أمور جدية أو معقدة.

🧨 تتضمن الأدوات الرقمية للاتصال غير المتزامن:

- 2) التواصل مع شخص لا تعرفه جيدًا.
  - 🔞 عند التواصل مع شخص مسئول.
  - 👍 عندما لا تحتاج إلى إجابة فورية.





🔇 الرسائل النصية.

## **Effective Communication Tips**

نصائح للبواصل العقال

#### ( Bax Politer

- >> Use a polite tone in your communication.
- >> Even if you're upset, avoid using language that could be upsetting to the recipient.
- >>> Respect the recipient's feelings.

کن مهذبًا؛

>> حتى لو كنت منزعجًا، تجنُّب استخدام اللغة التي قد تزعج المتلقى.

🇨 استخدم نبرة مهذبة في التواصل.

🍞 احترم مشاعر المثقي.

#### 2 Be Patient

Others may be busy or need time to respond to your message, give them time to respond before sending another message.

کن صبورًا:

>> قد يكون الآخرون مشغولين أو يحتاجون وقتًا للرد عني رسائتك، فامنحهم الوقت قبل إرسال رسالة أخرى.

#### 3 Be Helpful:

- >>> Part of being a good digital citizen is helping others.
- >>> Use what you've learned and share what you know to help others.

  کن متعاودًا:
  - 💸 جزء من كونك مواطنًا رقميًّا صالحًا مو مساعدة الآخرين. استخدم ما تعلمته وشارك ما تعرفه لمساعدة الآخرين.

#### Be-Clear:

- >> It's easy for misunderstandings to occur when communicating online.
- Always be sure your message is clear.
- Read your message back to yourself before sending it to check for potential misinterpretations.

كن واضحًا:

- € من السهل أن يحدث سوء الفهم عند التواصل عبر الإنثرنت، تأكد دائمًا من أن رسالتك واضحة.
- ٧ اقرأ رسالتك مرة أخرى على نفسك قبل إرسالها؛ للتحقق من عدم وجود تفسيرات خاطئة محتملة.

	Choose the co	rrect answer:		
j	со	mmunication needs	an instant respons	ie.
	a. Synchronous		b. Asynchronous	3
	c. video chat		d. a and c	
2	A/An	is an example o	of synchronous con	nmunication.
	a. email		b. live TV show	
	c. recorded vide	0	d. all the previou	S
3	instant response.	cation doesn't occur	in real time and a	loesn't require an
	a. Synchronous	b. Asynchronous	c. Real-time	d. Simultaneous
				[الإسكندرية - وسط 2023]
( <u>a</u>	Instant chat room	s are an example o	f	mmunication.
	a. synchronous	b. real-time	c. asynchronous	d. a and b
5	Emails, voice me communication.	essages and text me	essages are exam	ples of
	a. synchronous	b. asynchronous	c. simultaneous	d. a&c
6,	coı	mmunication doesn	't require an instar	nt response.
	a. Synchronous	b. Asynchronous	c. Email	d. b and c
7	is c	an example of sync	hronous communic	cation.
	a. Paint	b. EKB	c. Video chat	d. Email
				[الفيوم - إدارة شرق 2023]
8,	serious or complic	mmunication is/are cated matters with s	someone you don'	't know well.
	a. Synchronous	b. Asynchronous	c. IM	d. Real-time

9	is/	are real-time comm	unication betw	reen people.
	a. Synchronous	b. Asynchronous	c. Voice mess	sage d. Email
				الجيزة - الهرم 2023]
10	co	mmunication is/are	useful when y	ou are writing to
		ority about non-urge		
	a. Synchronous	b. Asynchronous	c. Email	d. b and c
O	In online commu	nication, you should	be	** 1
	<ul><li>a. impolite</li></ul>	b. unclear	c. helpful	d. bully
				(سكتدرية - شرق 2023)
12				you are writing abo
		to family and you r		
	a. Synchronous	b. Asynchronous	c. Text messa	iges d. Emails
				بياط 2023]
F	Put (✓) or (X):			
-				
Carl.	0 1			Le
1	Synchronous cor	mmunication does n	ot occur in rea	
				سكندرية - المنازه ثان 2023]
	Always be sure y	mmunication does r		سكندرية - المنازه ثان 2023]
				سكندرية - المنازه ثان 2023]
	Always be sure y online.	our message is clea	ır when commu	سكندرية - المنازه ثان 2023]
2	Always be sure y online.  Online communic	our message is clea cation can be easily	understood.	سكندرية - المنتزه ثان 2023] inicating (
2	Always be sure y online.  Online communic	our message is clea	understood.	سكندرية - المنتزه ثان 2023] inicating (
2	Always be sure y online.  Online communic Synchronous con	our message is clea cation can be easily	understood.	المكتدرية - المنتزه ثان 2023] Inicating ( ( e.
2	Always be sure y online.  Online communic Synchronous con	our message is clear cation can be easily nmunication is appro	understood.	المكتدرية - المنتزه ثان 2023] Inicating ( ( e.
2	Always be sure y online.  Online communic Synchronous con Asynchronous co	our message is clear cation can be easily nmunication is appro	understood.  opriate any time	المنتورية - المنتره فان 2023] Inicating ( e. ( cation
2 3 3 5	Always be sure y online.  Online communic Synchronous con Asynchronous cobetween people.	our message is clear cation can be easily nmunication is appro	understood.  opriate any time-time communic	المكتدرية - المنتزه ثان 2023] Inicating ( e. ( cation ( الأوه
2 3 3 5	Always be sure y online.  Online communic Synchronous con Asynchronous cobetween people.	our message is clear cation can be easily nmunication is appro	understood.  opriate any time-time communic	المكتدرية - المنتزه ثان 2023] Inicating ( e. ( cation ( الأوه
2 3 6	Always be sure y online.  Online communic Synchronous con Asynchronous conbetween people.  Synchronous communication of the synchron	cation can be easily nmunication is appropriately formulated and the call with the control of th	understood.  opriate any time-time communic	المنتدرية - المنتزه ثان 2023]  nicating  ( e. ( cation  ( line (
2 3 3 6	Always be sure youndered.  Online communic Synchronous con Asynchronous combetween people.  Synchronous communications communications communications communications.  Always be sure youngeresponse.	our message is clear cation can be easily nmunication is appro	understood.  opriate any time-time communic  [2023 مرالشريف 2023]  when you need	المكتدرية - المنتزه ثان 2023]  nicating  ( e. ( cation  ( line (

	Choosing Between Synchronous and Asynchronous Commu	nication o
9	Helping others is a part of being a good digital citizen.	( )
10	Video chats and live TV shows are examples of asynchronous	
	communication.	( )
	اس 2023]	[الدقهلية - بلق
11	Asynchronous communication does not require an instant	
	response.	( )
		[دمياط 2023]
12	Recorded videos are examples of asynchronous communication.	( )
13	If someone needs help communicating online, don't share what	
	you know.	( )
	العامرية 2023)	[الإسكندرية -
	(email - Synchronous - live TV show – Asynchronous - helpful)	
ĵ.	An is an example of asynchronous communication.	
2)	A part of being a good digital citizen is to be	
3.	communication is a real-time communication and ne	eds an
~	immediate response.	
4	communication does not require an instant response	<b>)</b> .
5	A is an example of synchronous communication.	
0		

# Test Voursellessons 7&8

an .		correct answer:			
1	communication is real-time communication between people				
	with an instant response.				
	a. Synchronou	s b. Asynchronous	c. Negative	d. Email	
				إسكندرية - وسط 2023	
2		reet or an area map			
		b. online maps		ums d. Facebook	
3		at any time you			
	a. excited	b, selfish	c. patient	d. unkind	
***	247	. 1		المحيرة - الدلنجات 2023]	
4	•	pecialized search en			
Ì	a. Bing		b. Google Chr	3	
,	c. a and b			جيزة - 6 أكتوبر 2023]	
5	C	ommunication does	n't need an imme	diate response.	
	a. Synchronol	us b. Asynchronous	c. Real-time	d. Video chat	
2	Put (✓) or (X)	<u></u>			
1	All online info	rmation is trusted.			
				[2023] المنتزه أول 2023]	
2	If your friend	doesn't reply immed	iately to your mes	sage,	
	feel free to se	end them another me	essage.	(	
(3)	The copyright	notice, logo, and co	ontact information	are displayed	
	at the top of w	vebsites.		(	
4	Specialized sec	arch engines, such as (	Google or Bing, are	e very useful. (	
			0	[سكندرية - وسط 2023]	
5	In synchronou	s communication, ev	veryone interacts	and receives	
	information at	the same time.		( [	
				الياط 2023]	
8	Complete the	missing parts usir	g the words bet	ween the brackets	
	(search end	ines - response – En	rail - Digital many	Google)	
	Synchronous co	ommunication is appr	opriate it you need	a quick or direct	
(2)	pr	ovide clear and acc	curate directions to	the required places	
(3)	Search engine	is, such as, are ve	ry useful to look fo	or information online	
4	is an e	xample of asynchro	nous communicat	ظيوبية - العبور 2023) .ion.	
(5)	General	are useful, but	they may lead y	ou to unsafe pages	
1					

## Summery

## Lesson 1

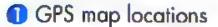
- >>> Peg Keiner is a National Geographic Explorer.
- >>> She decided to spread awareness of the dangers of litter from COVID PPE, such as facemasks and disposable gloves.





- 1 Litters' location 2 Kind of litters 3 A photo of the litters
- >> Ms. Keiner wasn't collecting litter data alone.
- On Twitter and Instagram, Ms. Keiner piloted social media campaigns using the hashtag #trackingppe to encourage followers to collect PPE debris and data.





Infographics



#### >> Debris Tracker:

- It is a free app that can be downloaded on mobile.
- It records the location with GPS.

#### >> The "Go Green" initiative:

- It is part of the National Sustainable Development Strategy, "Egypt 2030."
- It covers 36 environmental issues.

#### Its goals:

- Spread awareness of environmental issues.
- Emphasizes citizens' responsibility in protecting the environment.









## esson 2

#### Digital Citizenship

As a digital citizen, you have both rights and responsibilities.

#### >> Rights:

- Privacy
- Protection from piracy
- 3 Ability to engage with others online
- Provide and access information online
- 6 Ability to use the internet when you need to.

#### >> Responsibilities:

- Respect others¹ privacy.
- Respect various sources.
- 3 Exhibit positive behaviour in your interactions with other
- 4 Ensure safe sharing online.

#### >> Social Responsibility

- You can use the internet to:
  - 1 help others via social media.
  - Contribute in social activities that help solve social issues, like:
    - 1- Improving health care
    - 2- Fighting pollution
    - 3- Fighting the factors affecting climate change

#### >> Corporate Social Responsibility

- Companies use the internet to help others by:
  - addressing environmental concerns
  - supporting important causes.

Many companies include CSR tasks as part of their business plans.

#### >> Remember:

- Express your opinions in a positive way.
- Be sure that information sources are accurate and easy to understand.
- Don't spread false information.
- If a site is spreading false or harmful information, stop visiting that site.
- Make sure the information you share and its purpose are clear.











## Lesson 3

- When communicating with a teacher or a person of authority:
  - (1) Be polite and respectful.
  - 2 Use titles, for example, Mr., Mrs., or Dr.
  - Avoid making jokes.
  - Introduce yourself if you haven't met the person you're writing to yet.
  - 6 Be clear about what your message is about.



- Use their full first name.
- Don't abbreviate it.
   Don't use nicknames.
- Abbreviations or nicknames are only appropriate between close friends.
- >> When communicating with a friend or a family member:
  - 1) It's OK to be more casual in tone.
  - Remember to always be respectful.
- Nonverbal communication is lost online, and meaning can be misinterpreted negatively.
- Emotions and feelings are visible on a video call, but they are difficult to convey through written messages.
- >>> How to be positive when communicating online
  - 1 Use positive words and phrases, and avoid negative words.
  - 2 Assume the best.
  - Use emojis to add tone and emotion; even in formal situations, you can use 1 or two positive emojis.
  - 4 Be conversational, using familiar words, contractions, personal pronouns and simple sentence structure.



## Lesson 4

- >> There are reliable online libraries, such as:
  - 1 The EKB
  - 2 The Alexandria Digital Library
- >> The Egyptian Knowledge Bank (EKB) offers:
  - The world's largest collection of online educational resources including
    - Articles
- Dictionaries
- Encyclopedias

- Books
- Videos
- Audios
- Interactive file

- >>> Free access for all Egyptian citizens.
- Content suitable for all ages.
- Safe and accurate sources.
- >>> Files can be downloaded to your device.
- >> Material that is subject to copyright.
- >> Helpful Website Features
  - Helpful websites may contain:
    - 1 Search engines inside the website (EKB and ADL have specialized search engines).
    - Menus: They help you to avoid scrolling and save time.
    - 3 Icons: When clicked, they move you to other sections or webpages.
    - 4 Contact and about fields: To learn more about the people involved, in a website.
    - 6 About links: Contain taglines "pieces of information" summarizing the website's theme.

#### >> Website Creation

- Software programs like WordPress are used to create websites.
- Choose a blank template or pre-loaded templates.
- Consider the photos, videos, and font size/type.
- A homepage: It is the first screen a visitor will see when visiting your site.





#### **1** Commercial Websites

#### 2 Non-Commercial Websites

#### Purpose

To sell products or services.

To provide information or raise awareness on an issue.

#### Example

Amazon website

Egyptian Knowledge Bank





Egyptian Knowledge Bank بنك المعرفة المصري

## We can get information about any product from

#### 1 Reviews

2 Advertisements

#### Reviews:

- Customer reviews, which can be helpful to both the business and the customer.
- Some businesses create fake positive reviews to make their products more appealing.
- Some rival businesses create fake negative reviews to prevent potential customers from making a purchase.
- A review that's overly positive or negative shouldn't be trusted.
- Extreme reactions to products aren't usually good indicators of a product.

#### Advertisements:

 Websites can use information about your online activity to place advertisements, related to your interests.







## Lesson 6

- Microsoft Edge is the web browser that comes with Microsoft Windows
- >> It helps you browse, search, stream, and more.
- >> The Collections feature in Microsoft Edge
  - It organizes research in one place and on multiple devices.
  - You can add videos, images, text, links, notes, and entire webpages.
  - You can export each collection to other apps, such as Excel and Word
  - To start a collection:
  - Select Collections on the Toolbar ——> Select Start a New Collection.
- >> Writing Help Microsoft Editor
  - Microsoft Eaitor is used to check for spelling and grammar.

#### Microsoft Editor will highlight problems, such as



Sentence fragments Missing or incorrect words and punctuation



#### >> Using Sources for Research

- Online Libraries:
  - They sometimes include dictionaries, thesauruses, and encyclopedias.

#### **Examples of online libraries**

Alexandria Library

**EKB** 

- They have secure and verified information.
- Creative Commons Search:
- Offers copyright-free information.
- Not all Creative Commons sources are verified or accurate, so be careful.
- Online Maps:
  - They can provide clear, accurate, and updated directions, such as Google Maps.
- Online Museums:
  - They allow you to view museums digitally, also include information about each museum.

#### Specialized Search Engines:

- General search engines may lead you to unreliable pages or even worse, unsafe pages.
- Specialized search engines, such as Google or Bing are very useful.

#### (a) Online Maps:

- They include information about the site, and what it contains.
- It is displayed below the search results.
- At the bottom of websites, there is usually information, such as: a copyright notice, logo, contact information and social media icons.





It is a real-time communication.



#### Synchronous Communication Tools

Video chats

Live TV shows

Asynchronous Communication Tools

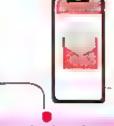
Instant chat rooms

#### >> Synchronous communication is useful when:

- 1- You are writing about a lighthearted, everyday matter.
- 2- When communicating with friends or family.
- 3- When you need an immediate or quick response.

#### Asynchronous Communication:

- It doesn't occur in real-time.
- It doesn't require an instant response.



Email

Voice messages

Text messages

Recorded videos

#### >> Asynchronous communication is useful when:

- You are writing about serious or complicated matters.
- 2- When communicating with someone you don't know well.
- 3- When communicating with someone in authority.
- 4- When you don't need an answer right away (immediate answer).

#### >> Effective Communication Tips

- 1-Be polite 2-Be patient
- 3- Be helpful

4-Be clear





(		Choose the cor	rect answer:			
	is a web browser that comes with Microsoft Windows  a. Microsoft Edge b. Microsoft Word c. Google Chrome d. EKB					
	2 is an example of sync a. Email c. A recorded video			b. Live TV show  d. Voice message		
	3	Respecting others a. rights	privacy is one of b. responsibilitie	your as c. piracy	a digital citizen. d. a and b	
4 provides one of the largest collections of online ed resources all over the world.				d. Vlaby		
	5	is ar	example of a co	mmercial website.	•	
	6	Ms. Keiner used o	an app called .	. to collect data	about PPE litter.	
	7 It's ok to be casual in tone if you're communicating with a. a person in authority b. a family member c. an unknown person d. your teacher					
	8	help	(s) you save time	and find information c. URL		
1		Put (✓) or (X):				
	1	Always be sure ye	our message is cle	ar when communica	iting online.(	
	2	Ms. Keiner was c	ollecting litter date	a alone.	( )	
	3	Helpful websites	nave search engir	es inside their webs	îtes. ( )	
	4	The EKB offers mo	-		( )	
	5	Commercial webs			( )	
	6	One of the most f	amous search eng	gines is Bing.	(	
1	7	You should not exh	ibit positive behavi	or in your interactions	with others. (	



	Choose the corre	ect answer:		
U	You can be conver	rsational when you	are communicat	ing online using
	<ul><li>a. familiar words th</li><li>c. a and b</li></ul>	nat add warmth	<ul><li>b. contractions</li><li>d. none of the</li></ul>	
2		de(s) short pieces of b. Menus		
3	Customer reviews a particular produc	help customers deci	ide if they want	t to
	a. sell	b. buy	c. check	d. ignore
4	_	/an tha		
G		b. web browser		
5.		ference sites that allow b. Online museums	,	
6	com	nunication does not	occur in real-tin	ne and does not
	require an instant r	response.		
	a. Synchronous	b. Asynchronous	c. Simultaneou	s d. Video chat
Ĵ.	Peg Keiner uses get rid of the probl	to spreaders of PPE.	d information ab	out how to safely
	a. social media	<ul><li>b. WhatsApp</li></ul>	c. the EKB	d. TV
8	When you start creations as a blank template c. a and b	eating your website, e	you can choose b. pre-loaded d. all the prev	template
20 1	Put (✓) or (X):			
		ng climate change	are considered	one of the most
-	important social iss	sues.		( )
(2)	well.	ou <sup>l</sup> re communicating		()
3	It is recommended website.	that you create a vis	sually appealing	and user-friendly

#### REVISION on Theme

- To display an area map, you can check online maps with the help of your teacher.
- 5 Synchronous communication does not occur in real-time communication
- 6 Amazon is an example of a commercial website.
- 7 You can't download files from the EKB website.



#### Choose the correct answer: 1 The Debris Tracker app records the location with ............... c. IMS b. GPS 2 ..... allow(s) you read more about the site before clicking on the link. b. Meta information a. Online libraries c. The Egyptian Knowledge Bank d. Homepage 3 If you are writing to a person that you have never seen, you should ...... yourself first. a. introduce d. ignore b. produce c. engage 4 ...... is an example of a non-commercial website. d. Noon b. Amozon a. The EKB c. Jumia 5 If a site is spreading false or harmful information, you should . ........ a. proceed visiting that site b. stop visiting that site. d. all the previous c. stop visiting the internet 6 The EKB and ADL websites have specialized ...... b. search engines a. personal information c. web browsers d. maps Select ... ... in Word's toolbar or in the browser to review possible grammar and spelling errors. Watermark icon a. Editor icon Collections c. Review menu 8 Email, voice, and text messages are examples of communication.

b. asynchronous

d. simultaneous

c. real time

a. synchronous

Put (✓) or (X):		****			
1 We should depend on fake reviews was services.	hen evaluating	products and			
2 Google Maps are considered accurate ar	nd are regularly u	pdated. ( )			
3 On YouTube, Ms. Keiner used the hashta		( )			
You can be more casual in tone with your teacher.					
5 The EKB includes articles, dictionaries, en	videos.				
	Asynchronous communication does not require an instant response.				
Be sure not to spread false information.	10110 (11111111111111111111111111111111	( )			
Model Example 4	1/2				
Choose the correct answer:					
everyday matter to family and you need a a. Synchronous b. Asynchronous  Personal protective equipment (PPE), such	n immediate or qu c. Email as	uick response. d. a and b			
a. facemasks c. raincoats	<ul><li>b. disposable gl</li><li>d. a and b</li></ul>	oves			
videos online.	erent media, such	as images or			
a. Online libraries b. Online museums	c. Online maps	d. a and b			
Companies help others by addressing supporting important causes, this is called	d				
a. CSR b. GPR	c. PPE	d. CRS			
You can use to check for spe					
a. Microsoft Editor	b. Microsoft Exc	el			
c. WordPress	<ul> <li>d. Collections</li> </ul>				

When you're communicating with a person of authority, you should

a. be respectful

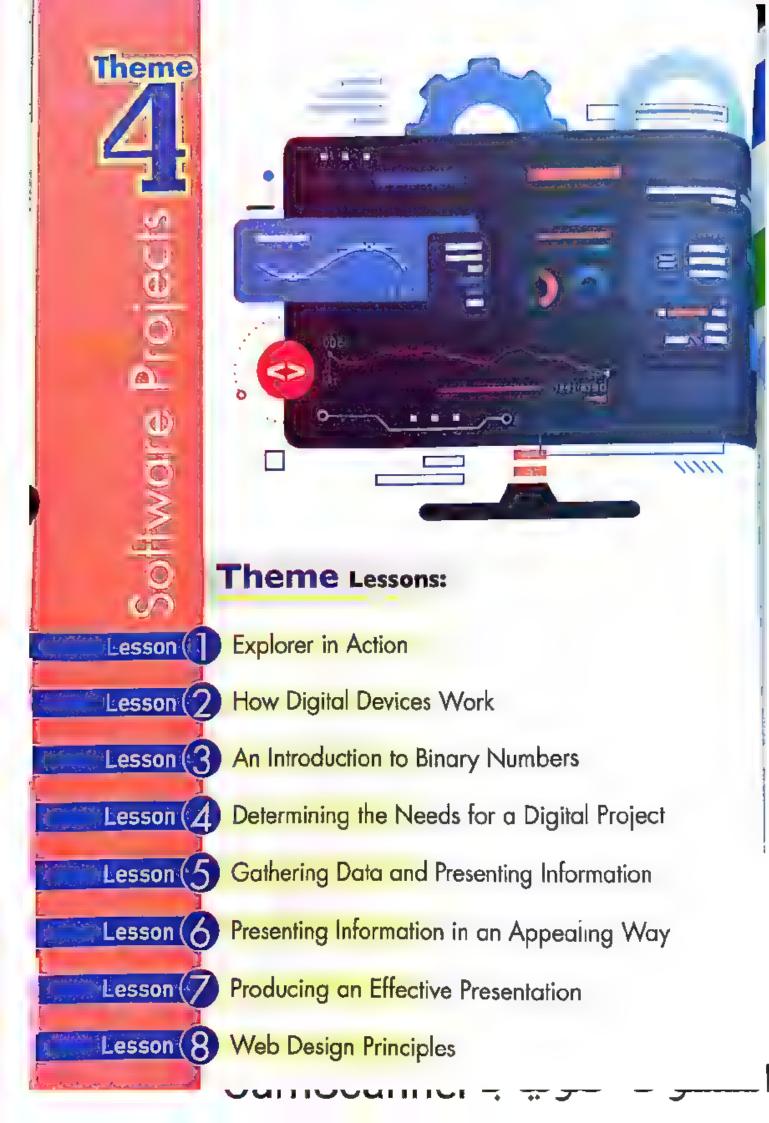
c. use niknames

b. avoid making jokes

d. a and b

T	The purpose of co	mmercial websites	is to
	a. provide informa	ation	b. raise awareness
	c. sell products		d. all the previous
6	Ms. Keiner used that a. posts	e . #tro b. hyperlink	c. hashtag d. emoji
	Put (✓) or (X):		
1	As a digital citize want.	n, you have the rig	ht to use the internet whenever yo
2	You should alway	s be respectful whe	en communicating with others.(
3	Extreme reactions true value.	to products are us	ually good indicators of a product (
4	Video chats and communication.	l live TV shows	are examples of asynchronou
5	Peg Keiner decide	ed to spread aware	eness of the dangers of litter. (
6	Online libraries's	ources are verified	and accurate. (
7	The purpose of no	n-commercial web	sites is to sell products or services.
		Model Ex	5
9	Choose the cor		
1	a digital citizen.		aline is one of my
	a. responsibilities	b. rights	c. privacy d. hobbies
1	The meta informat		e placed each link.
	a. above	b. below	c. opposite d. beside
	people.		real-time communication between
	<ul> <li>a. Synchronous</li> </ul>	b. Asynchronous	c. Text message d. Voice messag

	If you're communicating with a peer you don't know well, be sure to use								
their	٠								
a. first name	b nick name	c. abbreviations d. a ar	nd b						
You can each collection into other apps, such as Micro									
Word.									
a. import	b. export	c. download d. uplo	oad						
A Creative Comm	A Creative Commons search is a resource to find materials.								
a. copyright-free	b. protected	c. digital d. priv	ate						
One of the way	One of the ways usually used to get information about a product is								
p-dagpassbuddlabebibl m.s. B									
a. reviews		<ul> <li>advertisements</li> </ul>							
c. all the previou	is	d. none of the previous	1						
Put (✓) or (X):									
1 When you are	writing a messa	ge, your emotions will be	visible to						
When you are writing a message, your emotions will be visible to everyone.									
2 It is not necessary to use appropriate keywords in your search.									
( ) When you are on a video call, your feelings are invisible.									
The Egyptian Knowledge Bank is an example of commercial websites.									
071		·	( )						
Synchronous con	mmunication is u	seful when you need an	immediate						
response.	response.								
The Debris Track	The Debris Tracker app can be downloaded on your phone for free.								
			( )						
Being socially responsible includes being don't care of the websites you									
use.			( )						
Debris tracker st	ores data and it	is available for anyone to	download						
and analyze.			( 1)						
		(ICT Prim. 5 - Sec	cond Term 670—						



### Scope and Sequence



## **Software Projects**

्रान्ता । प्राप्त क्ष्मि । प्रमुख्य । ज्ञान ।

				354
-, 11	[1 <sub>4</sub> 4	· · · · · · · · · · · · · · · · · · ·	Skills Integration	
	Constitute Star Share	Life Skills	Values	(Issues and
LESSON I Explorer in Action	How technology has been used to solve problems	Learn to know: Creativity Learn to do: Productivity	Scientific values: Appreciation of science and scholars	Citizenship issues: Techno.ogical awareness, digital citizenship, civilizational communication
LESSON 2 How Digital Devices Work	Installing software     Updating software     Troubleshoot screen freezes	Learn to know: Problem-solving	Work values: Perseverance Scientific values: Appreciation of science and scholars	Globalization issues: Technological awareness
LESSON 3 An introduction to Binary Numbers	• Binary numbers	Learn to know: Problem-solving Learn to know: Critical thinking	Scientific values: Appreciation of science and scholars	Globalization issues: Technological awareness, civilizational communication
LESSON 4 Determining the Needs for a Digital Project	Determining the needs for a digital project	Learn to know: Problem-solving Learn to know: Creativity	Scientific values: Appreciation of science and scholars	Globalization Issues: Technological awareness
LESSON 5 Gathering Data and Presenting Information	Gathering data and presenting Information	Learn to know: Creativity	Work values: Proficiency	Environment and development issues: Environmental pollution
LESSON 6 Presenting Information in an Appealing Way	Presenting     Information in an appealing way     Microsoft Word and PowerPoint Movie     Maker	Learn to know: Creativity Learn to do: Productivity	Scientific values: Appreciation of science and scholars	Globalization Issues: Technological awareness Cltizenship values: Legal awareness
LESSON 7 Producing an Effective Presentation	<ul> <li>Producing an effective presentation</li> <li>Storyboards</li> <li>The 10-20-30 rule of Microsoft PowerPoint</li> </ul>	Learn to know: Creativity Learn to live: Self-management	Scientific values: Appreciation of science and scholars Work values: Proficiency	Globalization issues: Technological awareness civilizational communication
LESSON 8 Web design Principles	<ul> <li>Web design principles</li> <li>Creating a web page</li> </ul>	Learn to know: Creativity Learn to live: Communication Learn to do: Cooperation,	Personal values: Independence Scientific values: Appreciation of science and scholars	Globalization issues: Technological awareness digital citizenship, civilizational communication



In this theme, you will learn more about the inner workings of ICT tools. You will also look at binary numbers and what they are. You'll learn the importance of planning projects in advance and how to use Excel, PowerPoint, and websites to present and share information in an appealing way.



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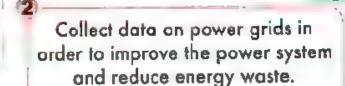
### **Explorer in Action**

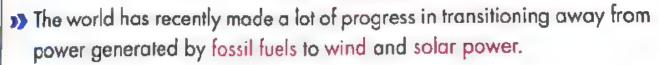
#### Di Diago Pones de Leon

He holds a PhD from the Energy and Resources Group, University of California Berkeley.

#### He develops the use of technology to

Build renewable energy-related data infrastructure and systems.





🧨 حاصل على شهادة الدكتوراه من تسم الطاقة والموارد في جامعة كاليفورنيا.

- 🧨 طوَّر استخدام التكنولوجيا بغرض:
- 🕦 إنشاء بنية تحتية وأنظمة حاصة بالبيانات ذات الصلة بالطاقة المتحددة.
- 🥏 جمع بيانات حول شبكات الطاقة: من أحل تحسير بطام الطاقة والحد من الهدر
- شهد العالم في الآونة الأخيرة تقدمًا كبيرًا في مجال المحرِّل من توليد الطاقة باستحدام لوقود الأحقوري إلى استخدام كل من طاقة الرياح والطاقة الشمسية.
- >> Fossil fuels are derived from coal, natural gas, and oil.
- >>> Renewable energy, such as wind, solar power
  - 🇨 الوقود الأحفوري: هو الوقود المستخرج من: (المحم الجيري، والعاز الطبيعي، والنقط).
    - 🥊 الطاقة المتجددة مثل: الرياح، والطاقة الشمسية.



### Energy efficiency



- >> Dr. Ponce de Leon's work helps devices work efficiently by:
  - Onnecting all the refrigerators and air conditioners together with a thermostat.

It is a switch that measures the temperature in air

Thermostat: a conditioners and refrigerators.

منظم الحرارة «الثرموسيان»: هو حهاز يقيس درجة الحرارة في مكيفات الهواء والثلاجات.

- Programming a computer to monitor and control them.
- 6 He used sensors to monitor the appliances.
  - Sensors: They are devices that communicate information back to a computer. معردة الاستشعار: أجهزة تعيد إرسان المعلومات إلى جهاز الكمبيوتر.
- 4 He used his knowledge of software to program the air conditioners and refrigerators in a new, energy-efficient way.



#### كفاءة استهلاك الطاقة:

ساعد عمل الدكتور بونس دي ليون في زيادة كفاءة الأجهزة عن طريق:

- ربط جميع الثلاجات ومكيفات الهواء معًا بواسطة منظم الحرارة (الثرموستات).
  - أم برمجة جهاز كمبيوتر لمراقبتها والتحكم بها.
  - 🗿 استخدام أجهزة استشعار لمراقبة الأجهزة المنزبية.
- وبرمجة مكيفات الهواء والثلاجات بشكل جديد أكثر كفاءة من حيث استهلاك الطاقة.

- Lector (1)
- >>> Dr. Ponce de Leon also used sensors to monitor the energy usage of the refrigerators and air conditioners throughout the day.
- >>> The amount of electricity a town uses changes throughout the day. For example, more energy is used by air conditioners in the afternoon during summer because of the high temperatures.
- By monitoring energy usage, Dr. Ponce De Leon was able to balance the power grid by moving and storing electricity from one place to another so that the amounts were equal.
- >> In this way, he could recommend ways to save electricity and build better energy systems in the future.
  - 🤫 استخدم الدكتور بونس دي ليون أيضًا أجهزة استشعار للراقبة استخدام الطاقة في الثلاجات ومكيفات الهواء طوال اليوم.
    - ٢٠ تتعير كمية الكهرباء التي تستخدمها المدينة على مدار اليوم، على سبيل المثال، يتم استخدام طاقة أكثر بواسطة مكيفات الهواء في فترة ما بعد الظهر خلال فصل الصيف؛ بسبب ارتفاع درجات الحرارة.
    - من خلال مراقبة استخدام الطاقة، تمكن الدكتور بونس دي ليون من تحقيق التوازن في شبكة الكهرباء عن طريق نقل وتخزين الكهرباء من مكان إلى آخر بحيث تكون الكميات متساوية.
      - 💎 وبهذه الطريقة يمكنه أن يوصي بطرق لتومير الكهرباء وبناء أنظمة طاقة أفضل في المستقبل.

#### Data and information management systems in Egypt:

- >> In Egypt, a data and information management system is being used for a different reason.
- >> It is used to ensure water is being used efficiently in newly reclaimed areas.
- >> The system is based on monitoring and remote sensing data.
- >>> This data helps engineers make decisions and improve irrigation systems.

#### NOTES:

- Using technology to collect data is crucial to planning for the future.
- Egypt has been increasing its agricultural land to ensure food security.
  - 🗨 في مصر، يتم استخدام نظام إدارة البيانات والمعلومات لسبب مختلف.
  - 🧨 يتم استخدامه لضمان استخدام المياه بكفاءة في المناطق المستصلحة حديثًا.
    - 🗶 يعتمد النظام على بيانات الرصد والاستشعار عن بُعْد.
  - تساعد هذه البيانات المهندسين على اتخاذ القرارات وتحسين أنظمة الري.
  - ملحوظة: م استخدام التكنولوجيا لجمع البيانات أمر بالغ الأممية في التخطيط للمستقبل.
    م قامت مصر بزيادة أراضيها الزراعية؛ لضمان الأمن الغذائي.

## Information in Exercises

>> Dr. Ponce de Leon used a Raspberry Pi 2B:

Pi 2B:

Simple, small (it fits in your hand), and inexpensive computer that is used in the processing Raspberry and storage of data as well as running software.

> ر سدرج بدي جهار كمبيوتر بسيط وصغير (بتسع لراحة يدك) وغير مكلف، يُستخدم لتخزين ومعالجة البيانات وتشغيل العرامج أبضًا.

- With a basic knowledge of the coding language, you can program it to do practical things, such as:
  - 1 Turn lights on and off.
- Read sensors.
- Record data.

- >> You can plug in:
  - A keypoard

- A monitor
- A mouse
- رومجته بسهولة من خلال معرفتك أساسيات لغة البرمجة لإجراء مهام عملية، مثل:
  - 🙆 قراءة أجهزة الاستشعار . 🔞 تسجيل البيانات.
- 🕕 إضاءة المصابيح وإطفائها.
  - المكن توصيل:

🔞 فأرة بهذا الكمبيوتر.



🔏 شاشة.

🚺 لوحة مفاتيح.



- Students programmed their Raspberry Pi to sense when the plants in the school garden were dry, and the computer started the watering system!
- >> People worldwide use the Raspberry Pi to:
  - Learn computer programming.
- Build hardware projects.
- ◊ استطاع التلاميذ برمجة جهاز الراسبيري باي الخاص بهم لتشغيل نظام الري بحديقة المدرسة عند الاستشعار بجفاف النباتات.
  - ♦ يستخدم الأفراد في كافة أنداء العالم أجهزة «راسبيري بايء لـــ:
  - إنشاء مشروعات خاصة بالأجهزة.
- 🚺 تعلُّم برمجة الكمبيوتر،

	Choose the correct	t answer:		
I	is one o	of the renewab	le energy sources.	
	a. Natural gas b. \			
2	Dr. Diego Ponce de Le	eon develops	the use of technolo	ogy to build data
	systems related to	*****************		
			b. fossil fuels	
	c. debris		d. petroleum	
3	Fossil fuels are found i			
	a, natural gas b.			
	Thermostats are used i			
	a. temperature b.	energy	-	_
AS)				[الإسكندرية - المنتزه أول 23
(5)	Recently,	_		* *
1	a. solar power b. v			
6,	Dr. Diego connects the r			
-	a. thermostats b. B			
(Z)	is/are u			_
	and air conditioners us			and the second second
	a. Sensors b. A			
8	is a switch t	hat measures		
	and refrigerators.	ıt.		[الإسكندرية - إدارة وسط 3
- CO	a. A power grid b. A			
9	You can use to			
- Th	a. Wi-Fi b. 1			-
	The amount of electr	*	y air conditioner	rs in summer is
	in the wi	nter.		
	a. higher than		b. less than	
_	c, the same as		d. none of the pre	
	is/are de			
	a. Thermostat b. S	ensors		
				[البحيرة - الدلنجات 2023]

Software Projects



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# **How Digital Devices Work**

# Tips for Common ICT Issues

Installing Software تثبيت البرامج

Most softwars programs are

Microsoft Office

Google Chrome





## Windows PC



Find the program online.



Click the download button.



Click on the file, located in Downloads.



A box will pop up.

Follow the instructions to finish the installation process.



# **Android Device**



Tap on the Apps icon.



Go to the App Store (Google Play stores).



Find the app you're looking for and click Install.



ICT Prim. 5 - Second Term 07





#### Remember •

- If you don't use official stores, only download software from reliable sources.
- If you're unsure or facing problems, you can ask your teacher for help.
  - . إذا كنت لا تستخدم متاجر التطبيقات الرسمية، فاحرص على تنزيل البرمجيات فقط من مصادر موثوقة.
    - ، في حال كان لديك أي شكوك أو مشكلات، يمكنك الاستعانة بمعلمك.

# Updating Software البرمجيات

- >> Software programs often need to be updated.
- >> Updates help programs to run more efficiently.
- >> Many programs install the necessary updates automatically.
- >> Some major updates require a restart. Windows will prompt you when this is the case.
  - 🥨 يجب تحديث البرمجيات بانتظام لساعدتها على العمل بكفاءة أكثر.
    - 👣 تُثبُّت التحديثات في معظم البرامج تلقائيًّا.
  - 🐠 تتطلب بعض التحديثات الكبيرة إعادة تشغيل جهاز الكبيوتر، وفي مذه الحالة سيُضهر لك الجهاز رسالة تخبرك بذك.

# Windows PC



## >> To manage updates, go to the following:

Start button --- Settings --- Update and Security
Windows Update

# **Android Device**



#### >> To check for updates, go to the following:

System --- System Update

78,0 ICT Prim. 5 - Second Term

# حل مشكلة توقف الشاشة عن الاستجابة Troubleshoot Screen Freezes

Sometimes, when you're downloading or updating software, your screen may freeze. If this happens:

🗨 في بعص الأحيان، عددما نفوم بتبريل برنامج أو تحديثه، قد تتجمد شاشتك. إذا حدث هذا، قم بعمل الآتي:

# Windows PC



# Press and hold the



buttons

Use the Task Manager to shut down any program that is marked as "not responding."



- استخدم مدير المهام لإيقاف تشغيل أي برنامج تم وضع علامة «لا يستجيب، عليه.
- Turn your device off by pressing and holding down the power button for several seconds.

  Then wait a few more seconds before restarting your device.



• قم بإيقاف تشفيل جهازك بالضغط مع الاستمرار على زر الطاقة لعدة ثوانٍ، ثم انتظر بضع ثوانٍ إضافية قبل إعادة تشغيل جهازك.

# Android Device



Hold down the power button for 30 seconds and restart.

اضغط مع الاستمرار على زر الطاقة لدة ٢٠ ثانية وأعد التشغيل.

ICT Prim. 5 - Second Term (79)-

# نظام العد الثنائي Binary Numbers System نظام العد الثنائي

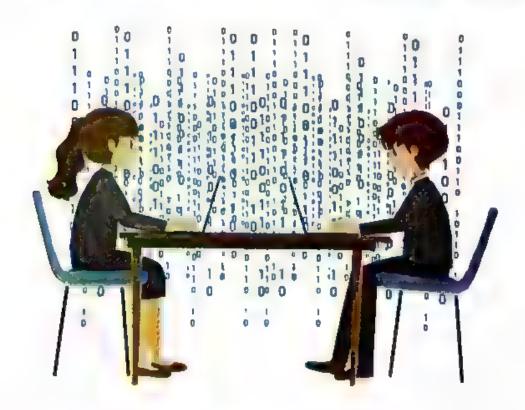


- Think of binary numbers as a language that the computer understands,
- Understanding the binary system will help you better understand what going on when investigating a computer problem.
- The binary system uses the two values 1 and 0 to express the binary numbers system.
- Computers understand data (numbers) through a binary electrical signal:





- ) تستخدم أجهزة الكمبيوتر النظام الثنائي لتخزين البيانات بشكل أكثر كعاءة.
  - ١) بمكنك اعتبار الأرقام الثنائية لغة يفهمها الكمبيوتر.
- السيساعدك فهمها على فهم ما يحدث بشكل أفضل عندما تتقصى مشكلة متعلقة بالكمبيوتر.
  - إستخدم النظام الثنائي القيمتان 0 و 1 للتعبير عن نظام الأرقام الثنائية.
- الأجهزة الكمبيوتر تفهم البيانات (الأرقام) من خلال إشارة كهربائية ثنائية. (٥ تعني إيقاف، 1 تعني تشغيل)



# Exercises on Lesson (2)

# Choose the correct answer:

J.		ograms, like	. , are down	loaded from the
	internet.		[20]	[الاسكندرية - العامرية 23
	<ul> <li>a. MS Office</li> </ul>		b. Google Chrome	
	c. a and b		d. none of them	
2	If you don't use of	fficial stores, only o	download software	from
	sources.			[دمياط 2023]
	a. reliable	b. unreliable	c. harmful	d. dangerous
3	To run the program	ms more efficiently	, they must be	
	a. deleted	b. uploaded	c. updated	d. all of them
_				[الإسكندرية - شرق 2023]
	To solve the prob	lem of screen free	<b>zes,</b> you can use t	ne
	buttons.	[2023	العربية - زفتى 2023] [دمياط ا	[الدفهنية - بلقاس 2023][
	a. Alt+Tab+Del	b. Alt+Ctrl+Del	c. Alt+Ctrl+Tab	d. none of them
5	To solve the probl	lem of screen free:	zes on Android dev	vices, hold down
	the power button	for 30	MAIDED W	[الإسكندرية - شرق 2023]
	a. hours	b. minutes	c. seconds	d. a and b
6	If you download	a software progra	m, you can find the	e program in the
	fold	der.	لإسكندرية - المنتزه أول 2023]	[الجيزة - 6 أكتوبر 2023] [ا
	a. Installed	b. Favourites	c. Pictures	d. Downloads
7	To turn your device	e off, hold down t	he b	utton.
	a. power		c. enter	d. space
8			system to store date	a more efficiently.
	a. binary	b. decimal	c. octal	d. primary
9	Computers unders	stand	signals.	
	a. Morse	b. electrical		d. a and b
10	The binary system	uses the value(s)	to e	xpress the binary
	numbers system.			[الجيزة - الهرم 2023]
	<b>a.</b> 0	b. 1	c. a and b	d. none of them

Juliacoullic

# Test lowestern lessons 182

Choose the correct answer:
Thermostats are used in refrigerators to measure the
a. temperature b. humidity c. energy d. a and b [2023 دمياط
2 Software should be regularly to help it works efficiently.
a. updated b. deleted c. ignored d. renamed [2023]
3 You can use the "Alt + Ctrl + Del" buttons to solve the problem of screen
freezes on devices.
a. Windows b. Android c. iPhone d. Linux [2023] الإسكندرية - المنتزه أول 2023]
4 Dr. Diego used to monitor the appliances.
a. thermostats b. sensors c. Wi-Fi d. fuels
Put (✓) or (X):
1 Egypt uses data and information management systems to improve the
irrigation system. ( )
Wind energy is extracted from coal, natural gas, and oil. ( )
[برج العرب 2023]
3 Press the "Alt + Ctrl + Del" buttons to solve the problem of screen
freezes on Android devices.
4 Many programs install updates automatically 2 <sup>r</sup> ( )
You should download software from reliable sources. ( )
Complete the missing parts using the words between the brackets:
(Raspberry Pi - Wind - Windows - binary system - Google Chrome)
is a simple computer that you can program to turn lights
on and off. [2023]
is one of the renewable energy sources. [2023]
is a program that can be downloaded using the internet.
is considered the most famous operating system. [2023 القامرة - المتقبل
Computers use the to store data more efficiently.
ICT Prime 5 - Second Term () 83 ()

# Lesson

# An Introduction to Binary Numbers

>> Computers	can	perform	amazing	lasks	quickly.
--------------	-----	---------	---------	-------	----------

- >> They only understand information represented by 1s and 0s.
- >>> Computer design is simple and efficient. Just like a light switch, it allows only two states: on and off.

1s and Os they also called Yes No or On Off

>> The binary numbers system is used to send, receive and store information on digital electronic devices, such as computers, phones, and calculators.

🗨 يمكن الجهزة الكمبيوتر أداء مهام مذهلة بسرعة. 🕒 أجهزة الكمبيوتر تفهم فقط المعلومات المثلة بـ (0 و1).

- 🧨 تصميم الكمبيوتر بسيط وفعال تمامًا مثل مفتاح الإضاءة، فإنه يسمح بحالتين فقط: النشفيل والإيقاف.
- پستخدم نظام الأرقام الثنائية لإرسال واستقبال وتخزين الملومات على الأجهزة الإلكترونية الرقبية مثل: أجهزة الكمبيوتر، والهواتف، والآلات الحاسبة.

## Decimal Number (Base ten system)

- All information can be represented using only two numbers in the binary system.
- To understand this, it's helpful to consider the decimal system.
- Humans use the decimal system to communicate using numbers.
- The decimal system has ten unique numerals (0 9). Therefore, it is called the base-ten system.

0 1 2 3 4 5 6 7 8 9

- These ten numbers are used to represent all possible numbers.
- Once we count past 9, we add one of the ten unique number symbols as a digit on the left.
- Counting from the right, each place represents a value ten times as big as the previous one.

• يمكن تمثيل جميع المعلومات باستخدام رقمين فقط في النظام الثنائي. • لفهم ذلك، من المعيد النظر في النظام المشري،

- وستخدم البشر النظام العشري للتراصل باستخدام الأرقام.
- النظام العشري يحتوي على عشرة أرقام متفردة (0 9)؛ لذلك يطلق عليه نظام الحاساس 10».
  - تستخدم هذه الأرقام العشرة لتمثيل جميع الأرقام المكنة.
  - عندما نتجاوز الرقم 9 في العد، نضيف أحد الأرقام العشرة المتفردة كرقم على البسار.
    - بالعد من اليمين، يمثل كل مكان قيمة أكبر بعشرة أضعاف من القيمة التي قبلها،

# Exercise 10 1001

	Decimal system	x16	8x	x4	x2	χĪ	Binary system
Section of the last	*************	1					



# Exercise 2: 110

-	Decimal system	x16	8x	x4	x2	x1	Binary system
	***************************************						

# Exercise 3 111

Decimal system	x16	x8	x4	x2	xl	Binary system

💦 و النصام الشائي: العد يكون من جهة اليمين، ويمثل كل مكان قيمة مرتين أكبر من الكمية السابقة 1s,2s,4s,8s,16s

## Example: 101

It is read as "one zero one" using the binary system.

It is read as "one hundred one" using the decimal system.

How to convert from the binary system to the decimal system

# Example: 101

Decimal system	x16	x8	x4	x2	x1	Binary system
5			1	0	1	Write number from right
				F 0 -	· ·	

 This means number (101) in the binary system equals (5) in the decimal system.

ICT Prim. 5 - Second Term (85





This table shows some values of binary numbers and their equivalent decimal numbers:

Decimal			Binar	у		
		*******	*******	****		20.00
		xló	х8	x4	x2	x1
1	1	0	0	0	0	1
2	10	0	0	0	Ī	0
3	11	0	0	0	1	1
4	100	0	0	1	0	0
5	101	0	0	1	0	1
6	110	0	0	1	1	0
7	111	0	0	1	1	1
8	1000	0	1	0	0	0
9	1001	0	1	0	0	1



	Choose the co	rrect answer:		
1				two states "on and off".
	a. Computers	b. Numbers	c. Systems	d. None of them
				[الإسكندرية - العامرية 2023]
2	Computers only	understand infor	mation represe	nted by
	a. 1s	b. 0s	c. 2s	d. a and b
3	The binary num	bers system is use	ed to store, sei	nd, and receive date on
	1 m 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4			
	a. computers	<ul> <li>b. calculators</li> </ul>	c. a and b	d. none of them
t Å	The binary syste	m is used to send	, receive, and	information
	on digital electro			
	a. process	b. delete	c. store	d, remove
5	Humans use the	syst	em to commun	icate using numbers.
	a. binary	b. decimal	c. octa	d. fraction
(6)	The	system is called	the base-two s	ystem.
	a. binary	b. decimal	c. octal	d. primary
0	The	system is called	the base-ten sy	/stem.
	a. binary	b. decimal	c. octa.	d. primary [2023 دساط [2023]
8	In the decimal sy	stem, we use	num	ber symbols to represent
	all possible numb	регз.		
	a, one	b. Iwo	c. three	d. ten
9	The binary number	ers system is used	to send, receiv	ve, and store information
	on digital electro	nic devices, such	Q\$	
	a. computers			d. all the previous
	·			[الإسكندرية - العامرية 2023]

	Put	<b>(/</b> )	or	(X)
2	-			

- 1 Computers understand information represented by "on and off". (
- 2 The binary numbers system does not enable the computer to store data,

[يرج العرب]

- 3 The number 7 in the decimal system is equivalent to (111) in the binary system.
- The decimal system is called the base-two system.
- 5 The binary number system has just two numbers (1 and 2).
- 6 The decimal system is a numbering system that has a base number of 2.

[الغربية - زفق 2023]

Ø

- 7 The binary numbers system is called the base-two system.
- 8 The decimal system is used in cell phones to store data.

# Complete the following table:

	Decimal	Binary
1		0001
2	9	
3		0101
4	8	
5		0110
6	7	
7	2	
3	·	0100

# Lessor

# Determining the Needs for a Digital Project

>> Explorer Ponce de Leon understands the importance of planning. He uses technology to collect data to plan for the future.



» يفهم المستكشف بونس دي ليون أهمية التحطيط، ويستخدم التكنولوجيا لجمع البيانات؛ بهدف التخطيط للعستقيل.

# Before starting your project, discuss in groups:

- Mhat will the final product be? Presentation, poster, web page, or film?
- What is needed? Make a list of the things needed to deliver the project on time.
- @ Which tools will you use? Decide on the tools that will be needed to complete each section of the project.
- Who will do each part? Assign roles based on the strengths and interests of each group member.



#### قبل البدء بمشروعكم، ناقشوا التالي ضمن مجموعات!

مادا سيكون المنتج النهائي؟ - هل سيكون عرضًا تقديميًّا أو مصفحة ربب أو فيلمّا؟

- حضَّر لائحة بالعناصر التي تحتاج إليها؛ لتسليم لمشروع في الوقت المناسب.

🙆 إلام تحتاج؟

الأدوات التي سنستحدمونها؟ - اكتبوا قائمة بالأدوات اللازمة لتحضير كل جرء من أجزاء الشروع

من سيتول إنحار كل جرء؟ ... وزُع الأدوار بناء على نقاط القوة والاهتمامات التي يتمتع بها كل فرد في المجموعة.

#### Microsoft Word:

>> Word (in Microsoft Office 365) is an efficient program to use when working on projects.



- 1 Group members can work together at the same time.
- With an internet connection, you can set up a Word document to be edited by numerous users in different locations.
- >> This can be done by setting up online editing:

Click Edit Documents -> Edit in Word for the web to make changes.

- 🗨 هو برنامج من مايكروسوقت 365، وهو من البرامج للفيدة لتنفيذ الشاريع،
  - 🚺 يتبح لأفراد المجموعة العمل ممًّا في الوقت نفسه على تحرير مستند.
- و يسمح لمستخدمين متعددين من حول العالم بتحرير المستند نفسه إذا توفّر اتصال بالإنترنت؛ وذلك من خلال تثبيت مبرزة التعديل على الانترنت.

#### Microsoft Paint:

>>> You can save the images you create and insert them into your document.



🕜 يمكن من خلاله حفظ الصور التي أنشأتها ثم إدراجها في الستند.

#### 3 Email:

Use email to send your work to other group members or to your teacher.



- Write your ideas in a message or attach a document or image that you've created.
- Remember: Always tell your group members that you're sending an attachment, so they know that it's safe to open.
  - يستخدم إرسال عملك إلى اأقراد الآخرين ضمن المجموعة أو إلى معلمك.
  - تستطيع من خلاله أن تكتب أفكارك في رسالة أو أن ترفق مستندًا أو صورة كنت قد أنشأتها.
    - ▼ لا تنسَ أن تخبر أفراد المجموعة أنك أرفقت الملف؛ لكي يعرفوا أنه يمكنهم فتحه بأمان.

-- minning the Lagors for a Diffilm Cipler of

# **Assigning Roles**

>> Understanding the roles group members will play in the project is important.

Before you start, speak to your group members to discuss the following:

- The strengths and personal characteristics of each group member that can benefit the group.
- 2 The things needed to complete the project: pictures, texts, data, etc.
- 13 The tools that will be needed to complete each section of the project
- The format that will be used to deliver information.

#### Then discuss:

- a. Who might be best suited for each aspect of the project to assign roles.
- b. Be sure to go over any questions group members may have and answer the questions as a group.
- If there are any questions left unanswered, ask your teacher or family for help.

#### توزيع الأدوار:

قبل البدء في المشروع من المهم جدًّا أن يقهم أقراد المجموعة أدوارهم في المشروع، ناتش أقراد مجموعتك في النقاط التالية:

- 📵 نقاط القوة التي يتمنع بها كل فرد، وميزاته الشخصية التي يمكن أن تغيد المجموعة.
  - العناصر الضرورية لإنجاز المشروع مثل: الصور والنص والبيانات وغيرها.
    - الأدوات اللازمة لإنجاز كل جزء من أجزاء المشروع.
    - التنسيق الذي سيستخدم لتسليم المعلومات. بعدها:
  - أ. حدَّدوا الفرد المناسب لتولي كل جزء من أجزاه المشروع، ثم وزَّعوا الأدوار.
- ب. احرصوا على مناقشة أي أسئلة قد يطرحها أفراد المجموعة، وأجيبوا عنها ضمن المجموعة.
- ج. في حال لم تعرفوا الإجابة عن بعض تلك الأسئلة، اطلبوا المساعدة من معلمكم أو أسركم.





# Explore

Bakkar, the young explorer from the popular cartoon, helps spread information about environmental issues that affect Egypt.



He's a role model for Egyptian children.

- Think about the role models you have, from those on TV to National Geographic explorers you have learned about and Egyptian explorers.
- >> What values and characteristics do they have that make them Egyptian role models?
- >> What important issues might they focus on? Discuss as a group.

#### لنستكتشف:

- بكار المستكشف الشاب من المسلسل الكارتوبي المصري الرائج، بساعد على نشر المعلومات عن قضايا بيئية نؤثر في مصر، وهو قدوة يُحتذى بها للأطفال المصريين.
- فكر في شخصيات تعتبرها مثالك الأعلى، من البرامج التلفزيونية أو مستكشفي ناشيونال جيوجرافيك الذين تعرفت إليهم، أو مستكشفين مصريين.
  - ما القيم والميزات التي يتمتعون بها والتي تجعلهم قدوة؟
  - ما القضايا المهمة التي يركزون عليها؟ ناقش ذلك ضمن مجموعة.



Juniocumon

# Exercises on Lesson 4

D	Choose the correc	ct answer:		
2	Dr. Ponce de Leon us a. plan To set up a Wora da	b. manage teams	c. chat	d. play
	a internet connection			d. camera
3	You can save the impusing		d insert them	into your document
	a. Facebook	b. Paint	c. email	d. interview
				[الإسكندرية - وسط 2023]
4	To send your work	to other group me	mbers or to	your teachers, use
	a. Microsoft Word	<b>b.</b> Paint	c. email	d. Excel
		[	.كندرية - وسط 2023	[الإمكندرية - شرق 2023] [ لإم
5	When sending an en	nail, you can includ	de	in your message.
	a. your ideas c. a and b		mage	
6	When sending an att	achment via email	, you should	1017 410110 1 2 4 4
	a. tell the recipients	b, attach virus	c. send it w	rithout message
	d. a and b			
7	The role model in the	Egyptian cartoon	is named	***********
	a. Pooh	b. Bakkar		
			*	[الإسكنبرية - شرق 2023]

# Put (✓) or (✗):

- Dr. Ponce de Leon uses technology to collect data to plan for the future.
  - 2 Microsoft Word is one of the Microsoft Office 365 programs.

ftw	are Projects
3	It is not available to edit a Word document online.
	الإسكندرية - المنتزه أول 2023]
4	It is not necessary to plan for your project.
5	One of the tools you may need for a group project is email. (
ó	You can't attach a document to your email.
	لإسكندرية - المنتزه أول 2023]
7	Assigning roles to the group members is crucial when starting a project  (
8	Identifying the personal characteristics of team members can benefit the
	group. (
9	You can use email to save the images you create and insert them into
	your document. (
	لدقهلية - بلقاس 2023]
10	You have to discuss the tools needed to complete each section of the
G.	project after finishing it. (
ij	Be sure to answer any questions the group members may have.
12)	الإسكندرية - المنزه أول 2023]
-	You can't insert an image into a Word document.
197	Before starting work on any project, a list of the tools needed for each
	part of the project must be determined. (
2	complete the missing parts using the words between the brackets
	(Paint – roles – Email – MS Word – technology)
1	project.
2	Before starting a project, you have to assign to grow

is used to send documents to project members.

To edit and save images, you can use the . . . . . . program.

You can use ..... to collect data to plan for the future.

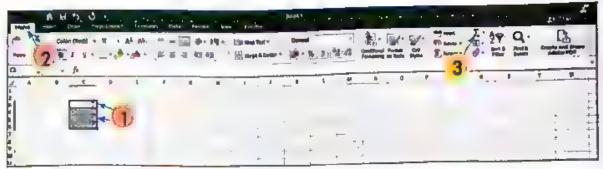
94 ICT Prim. 5 - Second Term

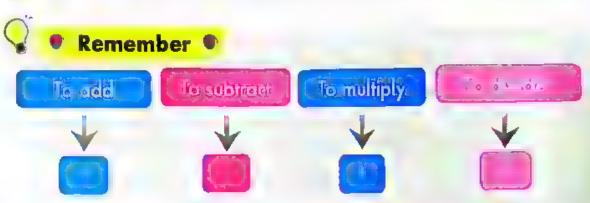
	Choose the correc	t answer:			
1	Computers use the	. numbers syst	em to store d	ata more effer	ently.
	a. binary	b. decimal	c. octal	d. primary	
2	You can use	to send your wo	ork to other p	eople in a gro	oup.
				- الدلنجات 2023]	[البعررة
	a. email	b. Paint	c. Word	d. Excel	
(3	Paint program is used				
	a. create	b. edit		d. a and b	
4	Number "3" in the o	decimal system is a	equivalent to		n the
	binary system.	L 111	- 110	J 011	
	a. 100		<b>c.</b> 110		
5		system 101 is e	equivalent to	1010 x 2011	n me
	decimal system a. 2	b. 5	c. 3	d. 4	
		<b>0.</b> 5	0.0	u. 4	
	Put (✓) or (✗):				
.1	The binary numbers s			lem.	( )
(2)	Before you start a pro	ject, assign roles to	o your team.		( )
3	Humans use the binar	y system to commu	unicate.		( )
4	Ensure to answer all g	roup questions be	fore starting	a project.	( )
5	The binary numbers sy	stem is used to sto	re date only	on computers	.( )
9	Complete the missing	parts using the	words betw	een the brac	kets:
	(decimal – projec	t – email – binary	- Microsoft (	Office 365)	
Ţ	The system	n is called the base	eten system.		
2	You can attach a file t	o the message you	are sending	j via	
3	The system	represents inform	ation by 1s o	and Os.	
4	MS Word is one of the	e programs include	ed in	31++4 + P	
5	Before starting your	discuss	the tools you	need.	



# Gathering Data and Presenting Information

- Here are some useful tools in Excel:
  - Add up numbers جمع الأرقام
    - Select the cells you want to add together.
    - Then click: Home Tab --- AutoSum --- Enter





NOTE:

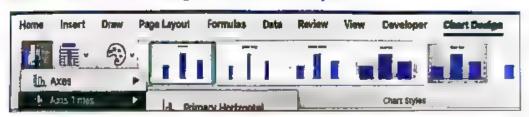
 Use "=" in the cell that will create the formula, for example "= B2 – C1".

	Α	В	С	D
1				
2				
3	4.10	=B2-C1		
4				

- Add titles to a graph/chart:
- Toolbar --- Chart Design --- Add Chart Element
- Choose the color of a graph/chart:
- Toolbar → Chart Design → Format



- Toolbar → Chart Design → Change Chart Type
- 6 Choose the layout of a graph/chart:
- Toolbar → Chart Design → Quick Layout



# Digital information-handling skills

Research information Collect information

Classify information

Process information

#### Researching:

- >> First, define a research question.
- >> Then, Use online and offline sources to find information.
  - On ine sources (the internet): such as digital books
  - Offline sources: such as books in the school library,

#### أولًا: البحث:

- 📭 أولًا حدُّد سؤال البحث.
- ◄ بعدها، استخدم شبكة الإنترنت أو المصادر التي لا تحتاج إلى اتصال بالإنترنت للبحث عن المعلومات، مثل الكتب الإلكترونية الموجودة على جهازك أو في مكتبة المدرسة.



#### Collecting:

- >> You can use:
  - Word
     Excel (for numeric data)
     Pen and paper.
- >>> Put data into specific files and folders for different types (e.g. images, text, videos, tables.

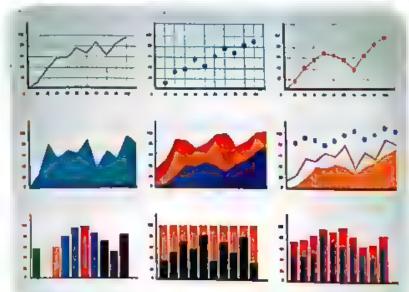
#### وْلَانْيَا: جِمِع المِلومات:

- وورقة المحتنك استخدام برنامج معالج الكلمات (Word)، أو برنامج الجداول الحسابية (Excel) للبيانات الرقمية، أو قلم وورقة لجمع العلومات.
  - 🚁 ضع البيانات في ملغات ومجلدات بحسب أنواعها المختلفة: «الصور والنصوص والفيديوهات والجداول».



## Classifying:

- >>> Excel graphs are one example of how you can classify and provide a visual representation of data drawn in the form of a graph.
  - ثالثًا: التصنيف:
  - 💦 استخدم الرسوم البيانية في برنامج الجداول الحسابية Excel لتصنيف وعرض البيانات البرسومة في شكل بياني.



#### Processing:

Once you have researched, collected, and classified your information you want to process it to get results and share them with others













Word for a report for a spreadsheet

PowerPoint to create a presentation

# Exercises on Lesson

	Choose the cor	rect answer:		
1)	You can use the	sian to add the	values of cells in Ex	(cel. إالجيزة الهرم ( 202)
1	a. +	b		d. *
2	To add up number			to add together,
				[الإسكندرية - شرق 2023]
	a. Chart Design	b. Quick Layout	c. Format	d. AutoSum
(3	To create a formu	ıla, you can write		[ لدقهلية - بلقاس 2023]
	a. +	b		d. *
4			of how you can clo	assify data drawn
	in the form of a g		SI.T.	[الإسكندرية- وسط 2023]
é			c. Debris Tracker	
ã			en from the comma	nd
	<ul><li>a. Add Chart Ele</li><li>c. AutoSum</li></ul>	menr	b. Format	· ·
16		Droa	ram to collect num	[دمیاط 2023] pric information
100	a, Word			d. PowerPoint
			C. TOILI	[الغربية - زاني 2023]
'Z	To add titles or la	bels of a graph, vo	ou can choose	from Toolbar.
	a. Add Chart Ele		b. Format	
	c. Change Chart	Туре	d. Formula	
(8)	When researchin	g a topic, you can	use offline source	s, such as
	a. digital articles	b. books	c. blogs	d. the EKB
-			[20	[الإمكندرية - المنتزه أول 023
9	pro			
^			c. MS PowerPoi	
10	To divide the number	pers within the cell	in the Excel, you ca	n use the si <mark>gn.</mark>
	a. %	b. /	c. –	d. *
(14)	N .I			[أبناؤنا في الخارج 2023]
	You can use the .	sign	to subtract the valu	es of cells in Excel.

d. /

	12	a. MS Word b. MS Excel c. MS PowerPoint d. WhatsApp			
	13	You can use to write a report.  a. MS Word  b. MS Excel  c. MS PowerPoint  d. Facebook			
A	2	put (✓) or (٪):			
Y		MS Word is used to collect numeric data.			
	2	To automatically add up numbers in cells, select them and choose AutoSum.  [2023 البحيرة-دمنهور [2023]			
	(3)	'Graphs and charts are a good way to share data. [2023 الجيزة - الهرم [2023]			
		Use "Change Chart Type" to choose the type of graph. ( )			
i	(3)	To add cell values in MS Excel, you can use the symbol " * ". ( )			
į	6	When researching a topic, you should first define a research question.			
ŀ					
i	450	We can't access information online.			
l	-	You can use digital tools to collect data.  ( )			
	9	You could use PowerPoint to create a presentations.			
I	APD.	[الإسكندرية - العامرية 2023] You can't use Excel in gathering data and information.			
l	99	إلاسكندرية - المنتزه ثان 2023]			
ı	(II)	It is recommended to put the collected data into specific files and folders.			
No.		. ( )			
ı	12	AutoSum is used to divide cell values automatically in Excel. ( )			
Ì		[2023 [2023]			
Ì		You should process the collected data to get to the results.			
Ş	0	complete the missing parts using the words between the brackets:			
I		{Add Chart Element - " = " - Processing - MS PowerPoint - " + " )			
-					
-		is the program used to make presentations.			
	(E)	To add values to Excel cells, you can use the sign.			
	3				
		To create an equation in MS Excel, you should use the sign.			
2000	1	To add titles to a graph, choose			

ICT Prim. 5 - Second Term (101)



# Presenting Information in an Appealing Way

- An effective presentation is just like your favorite TV show or movie, it's a story that you are telling your audience, whatever the content.
  - پشبه العرض التقديمي الفعّال برنامحك التلفزيوني أو نيامك المفضلين، وهو قصة تتواصل من خلالها مع الجمهور بغض النظر عن المحتوى.

## **Microsoft Word and PowerPoint**

#### Text

- Text can show important information in an appealing way.
- >> Use the formatting tools to:
  - Use one or two colors to show emphasis on specific information.
  - 2 Put important text in bold to make key information stand out.
  - 3 You can also insert WordArt to make the text have even more impact.
    - ▼ يمكنك استخدام النص لعرض المعلومات المهمة بطريقة جنابة، بواسطة أدوات التنسيق يمكنك:
      - 1 استخدام لون أو اثنين لإبراز معلومات محددة.
      - 2 استخدام الخط الغامق لإبراز المعلومات الرئيسة.
        - انص. النص. النص. WordArt لزيادة تأثير النص.

11

## Background

- In PowerPoint, consider using different background colors.
  - في برنامج العروض التقديمية يمكنك استخدام ألوان مختلفة للخلفية.

# **Photographs**

- Photographs that reflect the topic of your message can catch the viewer's eye.
  - يمكن للصور الفوتوجرافية التي تعكس موضوعك أن تلفت انتباه الجمهور.

#### Shapes

- You can also insert shapes or even your own drawings.
  - ق العروض التقديمية يمكنك إدراج أشكالك أو رسوماتك الخاصة.

# Graphs & Charts

Graphs and charts are a good way to share data, especially numbers. . ثعد الرسوم البيانية والخططات وصيلة جيدة لمشركة البيانات وحاصة الأرقام.

- You can add audio to enhance a text or image.
- Be sure there's a clear link to the visual displayed data.
- Be sure that it's not too long or distracting.
  - ومكنك إضافة محنوى صوتي نتعزيز النص أو الصورة.
  - تأكد من أن المعتوى الصوتى مرتبط بالبيانات العروضة.
  - قاكد من أن المحتوى الصوتى ليس طويلًا جدًّا أو مُشتتًا للانتباه، ويكون مرتبطًا بالموضوع،
- You can add video clips to your presentation.
- Whether they're ones you found online or videos you have made.

بعكنك استخدام مقاطع الفيدير في عرضك التقديمي، سواء التي أنشأتها بنفسك أن التي استعنت
 بها من خلال الإنترنت.

#### Audio

## Video Clips

## Movie Maker



- You can use Movie Maker to make a film from a selection of still images.
- The intellectual property rights of others should be respected when using their photos, videos, and audio files.
  - 💦 يمكنك استخدام Movie Maker لإنشاء فيلم من محموعة صور ثابتة.
  - پيجب مراعاة حقوق ملكية الآخرين الفكرية عند استخدام الصور ولقطات الفيديو والملفات الصوتية.



# Exercises on Lesson

- 4	
1	150
400	CHIEF .
120	183
100	W

#### Choose the correct answer:

1	You can use Powe	rPoint to present you.  b. boring	our ideas in a/an . c. appealing	d. bad
2	You can add a vic		esentation or get or c. Word	d. Paint
3	a. The EKB c. A table	b. An effective pro	TV show or movie. esentation	
4	numbers.	considered a go	ood way to share	data, especially
	a. Graphs	b. Charts	c. Texts	d, a and b
5	You can use the	progra	m to make a film fro	om a selection of
	images.			
	a. Movie Maker	b. Excel		d. Google
				[الجيزة - 6 أكتوبر 2023] [
6	You can use	to enhance to	ext or images in you	
	a. audio	b. video	c. text	d. a and b
7	In, ye	ou can use differer	nt slide background	colors.
	a. web browsers	b. PowerPoint	c. Excel	d. Facebook
8	In PowerPoint, yo	u can put <mark>importa</mark>	nt text in .	font to make
	a. bold	b. normal	c. small	d. light
				[البحيرة - دمنهور 2023]
9	To make text have	more even impact	in the PowerPoint p	orogram, you can
	insert			
	a. audio	b. WordArt	c. shape	d. image

1	Put (✓) or (X):
1	An effective presentation is just like your favorite TV show.
	You can color important text to emphasis specific information. (
(3	You cannot insert an image into a Word document. ( )
	(الميوم - ادارد شرق 2023)
0	Put important text in bold to make key information stand out. ( )
3	You can insert audio to enhance the text in your slideshow.
6	You should use more colors to catch the viewer's eye. ( )
(Z	Photographs should reflect the topic of your message. ( )
(8	You can't add video clips to your presentation. ( )
9	WordArt is an amazing feature in Paint. ( )
O	Add long audio to your presentations to attract more people. (
0	Graphs and charts are a good way to share data.
12	You can insert shapes in MS Word only.
13	You can use the Movie Maker program to make a film from a selection
	of still images. ( )
	[البعيرة - دمتهور 2023]
0	Respect others' intellectual property when using their material. (
9	Complete the missing parts using the words between the brackets:
	(WordArt – colors – Movie Maker - Graphs – audio)
P	You can add to enhance text or image in PowerPoint.
1	is used to make a film from a selection of images.
3	makes the text have even more impact.
	are a good way to share data, especially numbers.
3	You can use one or two to emphasis a specific text.

# Test Vourselfon Lessons 5&6

1	. pro	ogram is used to	write document.	
	, , , , , , , , , , , , , , , , , , ,	agram in a a a a a	.,,,,,	[الإسكندرية العجبي 2023]
	a. Word	b. Paint	c. Excel	
2				text more attractive.
			c. WordArt	
3			to handle numeric	
	a. PowerPoint		c. Paint	d. Word
4	Once you have	collected and cla	ssified information,	, you need to it.
	a. research	b. delete	c. remove	d. process
5	is	used to add cell	values automaticall	y in Excel.
	c. Auto Add	b. Auto Cell	c. AutoSum	d. a and b
	Put ( <b>√</b> ) or ( <b>×</b> ):			
i	We use AutoSui	m to automatically	y subtract numbers	in Excel. ( )
Ť	We use AutoSui	m to automatically	y subtract numbers	in Excel. ( ) [دمیاط 2023]
2		m to automatically ula in Excel, type		
-	To make a form	ula in Excel, type	"=".	[دمیاط 2023] (
2	To make a form	ula in Excel, type ifferent backgrour	"=". nd colors in PowerP	[دمیاط 2023] (
2	To make a form You can't use di You can use a p	ula in Excel, type ifferent backgrour oen and paper to	"=". nd colors in PowerF collect data.	[دمیاط 2023] ( ) Point. ( )
3 4 5	To make a form You can't use di You can use a p Be sure the audi	ula in Excel, type ifferent backgrour ben and paper to io is linked to the	"=". nd colors in PowerP collect data. data in the presen	[دمياط 2023] ( ) Point. ( ) ( )
3 4 5	To make a form You can't use di You can use a p Be sure the audi	ula in Excel, type ifferent backgrour ben and paper to io is linked to the	"=". nd colors in PowerP collect data. data in the presen	[دمیاط 2023] ( ) Point. ( )
3 4 5	To make a form You can't use di You can use a p Be sure the audi	ula in Excel, type ifferent backgrour ben and paper to io is linked to the issing parts usi	"=". nd colors in PowerP collect data. data in the presen	ادمیاط 2023]  Point. ( )  Hation. ( )  ween the brackets:
3 4 5	To make a forming You can't use di You can use a public Be sure the auditornal (EKB – auditornal del EKB – auditor	ula in Excel, type ifferent backgrour ben and paper to io is linked to the issing parts using dio clips — Excel	"=".  Indicolors in PowerP  collect data.  data in the present  ng the words betw  PowerPoint – Mor	ادمیاط 2023]  Point. ( )  Hation. ( )  ween the brackets:
3 4 5	To make a forming You can't use di You can use a public Be sure the auditornal (EKB – auditornal del EKB – auditor	ula in Excel, type ifferent backgrour ben and paper to io is linked to the issing parts using dio clips — Excel	"=".  Indicolors in PowerP  collect data.  data in the present	ادمیاط 2023]  Point. ( )  Hation. ( )  Ween the brackets:  vie Maker)
3 4 5	To make a forming You can't use di You can use a public Be sure the audition (EKB – audition pro	ula in Excel, type ifferent backgroun ben and paper to io is linked to the issing parts usin dio clips – Excel- ogram is used to	"=".  Indicolors in PowerP  collect data.  data in the present  ng the words betw  PowerPoint – Mor  make slideshows.	ادمیاط 2023]  Point. ( )  Hation. ( )  ween the brackets:
3 4 5	To make a formation of the control o	ula in Excel, type ifferent backgroun ben and paper to io is linked to the issing parts usin dio clips – Excel- ogram is used to	"=".  Indicolors in PowerP  collect data.  data in the present  ng the words betw  PowerPoint – Mor  make slideshows.  create a graph.	ادمياط [2023]  Point.  Point.  Point.  Pation.  Pation.
2 3 4 5	To make a formation of the control o	ula in Excel, type ifferent backgroun ben and paper to io is linked to the issing parts usin dio clips – Excel- ogram is used to used to make a fi	"=".  Indicolors in PowerPland colors in PowerPland.  Indicolors in PowerPl	ادمياط [2023]  Point.  Point.  Point.  Pation.  Pation.

1060 ICT Prim. 5 - Second Term



# Producing an Effective Presentation

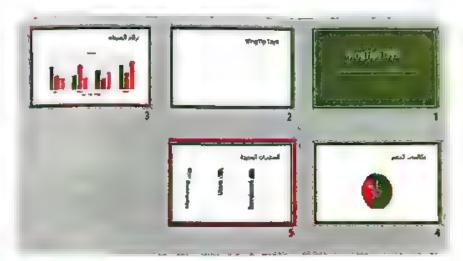
Storyboards لوحة العمل It is a chart that shows a sequence of content that

• forms a plan or outline of your presentation.

هي معطط يُدِين تسلس معتوى معين على شكل مخطط أو خطوط عريضة لعرضك التقديمي،

Using Microsoft PowerPoint to make storyboards can be valuable to help in producing an effective presentation.

💸 يمكن استخدام برنامج العروض التقديمية PowerPoint لإعداد لوحات عمل لإنشاء عرض تقديمي فعًال.



#### Importance of storyboard:

- 1 A storyboard helps you plan and organize your ideas in order.
- A storyboard allows you to tell the story you want in a simple way.
- 3 A storyboard helps you give an organized and understandable presentation.
- 4 A storyboard allows you to pre-visualize the results of a presentation.

#### أهمية لوحة العمل:

- 🚺 تساعدك لوحة العمل على تخطيط وتنظيم أفكارك بتسلسل.
  - 🕗 تسمح لك بسرد القصة التي تريدها بطريقة مبسطة.
    - 🕙 تساعدك على تقديم عرض منظم ومفهوم.
  - <equation-block> تتيح لك لوحات العمل نصوُّر نتائج العرض مسبقًا.

Jannocannor - - - Janab

- >> Make a very rough version of your presentation with a description of each slide.
- >> To see an overview of your presentation, go to:

  View \_\_\_\_ Slide Sorter

قم بإعداد مُسوُّدة لعرضك التقديمي، وأضف وصفًا لكل شريحة بعدها، يمكنك المصول على لحة عامة عن عرضك التقديمي عن طريق:

• انتقل إلى تبويب (العرض) ----- اختيار (فارز الشرائح)

# The 10-20-30 Rule of Microsoft PowerPoint

- >> A PowerPoint presentation shouldn't present too much information.
- A presentation shouldn't take up too much time because then it will overwhelm the audience.
- >> The font size should be easy to read.

10

Up to ten slides only

20

No longer than 20 minutes

30

Font no smaller than 30

قاعدة 10 - 20 - 30 ق برنامج العروض التقديمية (PowerPoint):

- لا يجب أن يقدم العرض التقديمي كمية هائلة من المعلومات أو يستغرق الكثير من الوقت، فهذا قد يرهق الجمهور.
  - 💸 يجب أن يكون حجم الخط سهل القراءة.
- عدد الشرائح 10 شرائح بحد أقصى مدة العرض لا تتجاوز 20 دقيقة. حجم الخط لا يكون أصغر من 30.

# NOTE

- When you create your presentation, look at the 'Design' tab in PowerPoint, which offers alternatives to the normal black-and-white design of your presentation.
  - أثناء إعداد عرضك التقديمي، يمكنك الاستعانة بعلامة التبويب «التصميم» الذي تقدم خيارات بديلة للتصهيم
     العادى بالأسود والأبيض.

# Exercises on Lesson

6	d			
ı		r	1	1
	١	1	d	ı
		4	r	
		ı	1	
L		•		

AG	٠.
10	AL.
70	7

# Choose the correct answer:

W. 1				
1	allow(s	) you to plan your	ideas and pre-visua	plize the results of
	a presentation.			
	a. WordArt	b. Storyboards	c. Storytelling	d, b and c
2	To make storyboards to help you producing an effective presentation,			
	you can use	dens d nedel bbble H		[الإسكندرية - وسط 2023]
	a. PowerPoint		c. WordPress	
3	The 10 - 20 - 30 rule is used in the program. [2023]			
	a. Word	b. Excel	c. PowerPoint	d. Paint
4 The number of slides in a presentation should not be ma				ore than slides.
	a. 10	<b>b.</b> 20	<b>c</b> . 30	<b>d</b> .40
5	Storyboards a low you to			
	a. plan your ide	as	<b>b.</b> make videos	c. collect data
	d. make audio			
6			e an overview of y	•
			c. Slide Page	
7	The font used in a PowerPoint presentation should be no smaller than			
	poir		4	
	a. 10	<b>b</b> . 20	-	d. 40
8	The time of PowerPoint presentation should not be longer than minutes.			
	a. 10	Ь. 20	<b>c.</b> 30	<b>d</b> . 40
9	You can use the Tab in PowerPoint to offer alternatives to the			
	normal black-and-white design of your presentation.			
	a. Design	b. View	c. Insert	d. Home



#### **Web Design Principles**

#### You can share your dory in a variety of ways by

Using PowerPoint

Creating a poster

Posting it online as a web page

#### You can please of webspage using:

Website-building program



Microsoft Word



يمكنك مشاركة قصنك بطرق مثنوعة، منها: استخدام برنامج العروض التقديمية PowerPoint، أو عن طريق إنشاء ملصق، أو من خلال نشرها على الإنترنت من خلال صفحة ويب.

· يمكنك إنشاء صفحة ويب من حلال برنامج بناء المواقع الإلكترونية، أو من خلال برنامج معالج الكلمات Word.

#### Using Microsoft Word to create your web page

View ---- Web Layout



You can also save a file as a web page by choosing:

#### File - Save As - Web Page



يمكنك إنشاء صفحة الويب الخاصة بك عن طريق:

- اختیار علامة تبویب «العرض»، ثم النقر على
   دتخطیط الویب،
- بمكنك حفظ الملف كصفحة ويب من خلال:
  File Save As Web Page

Software Projects

HTML (Hypertext Markup Language):

It is the language that will be displayed on a web browser.

هي لغة ترميز النص التشعبي، أي: لغة الترميز التي ستعرض على متصفح الإنترنت.

#### The Webpage Components معودات مسجه الوسد

#### السرية Image

- >>> Consider including a larger image that reflects the main message or provides information for your story.
- >> You may also include smaller images.
  - قكر في تضمين صورة أكبر تعكس الرسالة الرئيسة أو تقدم معلومات لقصتك، يمكنك أيضًا استخدام صور أصغر.

#### 2) Heading السان

- >> Your story should have a title or heading that catches your audience's attention.
- >> It should have a larger font size than the rest of the text so that it stands out.
  - يجب أن يكون لقصتك عنوان بلغت انتباه جمهورك.
  - يجب أن يُكتب العنوان بخط أكبر لنمييزه عن باقي النص،

#### السيوان الفرعي Subheading (1)

- Subheadings break up the information.
- They allow your audience to see what a particular section of your story is about.
- Subheadings have a smaller font size than headings.
  - تفصل العناوين القرعية المعلومات،
  - تُمكِّن الجمهور من معرفة المضوع الذي يتناوله جزء معين من القصة.
    - تُكتب العناوين القرعية بخط أصغر من العناوين الرئيسة.

#### Majir (= "

- The main text will tell the story.
- >> The text size should be suitable and smaller than subheadings.
- >> The main text font size must be smaller, but it must still be clearly visible.
  - Consider the font size and color for each piece.
  - Use simple fonts so your message is not hard to read.

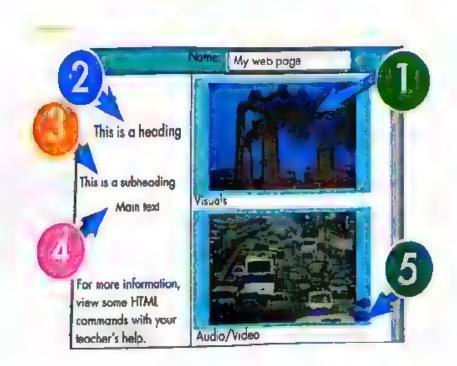


- النص الذي يعرض القصة يجب أن يكون حجم الخط فيه مناسبًا، وأصغر من العناوين الفرعية.
  - « يجِب أن يكون حجم خط النص الأساس أصغر، ولكن يجِب أن يبقى واضحًا.
    - ه فكُر في حجم الخط واللون اللثين ستعتمدهما لكل فقرة.
    - ه استخدم الخطوط البسيطة لتظل رسالتك سهلة القراءة.

#### 5) Audio and Video June 1

PowerPoint and web pages can include audio and video.

م يمكن أن يتضمن PowerPoint ومنفحات الويب الصوت والفيديو.





# Exercises on Lasson &

9	Choose the correc	et answer:		
1	You can use Microso	ft Word to create		
	a. reports	b. web pages	c. graphs	d. a and b
				[البعورة - دمنهور 2023]
2	. is the lan	guage that will be o	displayed on	a web browser.
	a. MHLT	b. HTML	c. HLMT	d. HMLT
			[دمياط 2023]	1023 أول 2023
(1)	Choose *	" from File menu to	o save a file (	as a web page.
	a. Share	b. Save	c. Save As	d. Upload
(1)	You can create your	web page using		
	a. website-building p		b. MS Word	
	c. a and b		d. none of t	hem
(5)	The web page heading	ng should have		size than the rest of
	the text.			
	a. a smaller	b, a larger	c. a normal	d. the same
6	HTML coding is used	to build		
	a. web pages	b. email	c. Excel	d. Paint
				[البتاؤنا في الغاج 2023]
T	A web page's	breaks up th	e informatio	n and allows your
	audience to see what	a particular sectio	n of your stor	ry is about.
	a. heading	b. subheading	c. main text	d. link
(8)	Subheadings have	font size	than heading	js.
	a. a smaller	b. a larger	c. a normal	d. the same
9	It is recommended to	use simple fonts, sc	your messa	ge is to
	read.			
	a. easy	b. hard	c. difficult	d. a and b

Choo	se the correc	ct answer:			
3535100 4815	can be used	to create web po	iges.		
1	werPoint	•	c. Excel	d. Paint مرة - المستقبل 2023]	إإلغا
2 To se	e an overview (	of your presentation	n, choose		
	de Sorter		c. Edit	d. Design	
3 The to	ext size of titles	or headings shoul	d be	than subheading	<b>j</b> 5
	milar to	b. equal	c. smaller	d. larger زنا في الخارج 2023	
4	allow(s) you esentation.	to plan your idea	as and pre-vis	sualize the results	
		b. Video	c. Animatio	n d. Storyboards	<b>;</b>
5 The s	ub-headings ar	e written in font		in headings.	
	ss than			d. same as	
		ŭ	•	اط 2023]	[دمي
Put (	√) or (X):				
		rd to create a web	page.	(	)
2 Powe	erPoint and web	pages can includ	e video clips.	{	)
3 Yous		ore information in y			)
4 To so	ve a file as a w	eb page, from "Fi	le" menu, sel	ect "Open" {	)
		1 0 1	,	[2023]	ادمیا
5 The I	ime of your pre	sentation shouldn't	be longer the	an 20 minutes.	)
Comp	lete the missir	ng parts using the	words betv	veen the bracks	ets:
	(10	) - simple - PowerP	oint - File -30		
1 The 1	0-20-30 rule is	applied in	Drogram		
			, ,	' from me:	nu.
				no smaller than	
4 Use		s so your message			
	umber of slide	s in an effective or	atontation it	ould be a maxim	
of	no nome.	in an enective hi	esemption su	iouia pe a maxim	iUM

1166 ICT Prim. 5 - Second Term

>> Dr. Diego Ponce de Leon holds a PhD from the Energy and Resources Group, University of California



- >> He uses technology to construct data infrastructure and systems related to renewable energy.
- >> He collects data on power grids in order to improve the power system and reduce energy waste.
- >> Recently, the world has made a lot of progress in transitioning from foss l fue s to renewable energy sources like wind and solar.
- >> Fossil fuels are derived from:

]

- 1 Coal 2 Natural gas
- 6 Oil
- >> Dr. Ponce connects all the refrigerators and air conditioners together with a thermostat.
- >> He used sensors to monitor the appliances.
- >> He programs a computer called "Raspberry Pi 2B" to monitor and control them.
- Dr. Ponce de Leon was able to balance the power grid by moving and storing the electricity from one place to another.
  - Thermostat: It is a switch that measures the temperature in air conditioners and refrigerators.
  - Sensors: They are devices that communicate information back to a computer.
  - Raspberry Pi 2B: A simple, small, and inexpensive computer that is used in the processing and storage of data as well as running software.
- in Egypt, a similar system is being used to improve the irrigation systems.

## Lesson 2

- >> Most software programs are downloaded from the internet, such as Microsoft Office and Google Chrome.
- >> To install a program on Windows PC: Download the program online, click file in Downloads folder, then follow the instructions to complete installation.
- >> To install an app on Android: Find the app on (Google Play Store), then click Install.
- Updates help programs to run more efficiently.
- >> Many programs install the necessary updates automatically.
- Some major updates require a restart.
- >> Update in Windows:



Start button - Settings - Update and Security - Windows update

>> Update in Android: System ->> System Update



#### **Binary Numbers System**

- >> To solve screen freezes problem:
  - In Windows: Press Ctrl + Alt + Del
  - In Android: Press the power button for 30 seconds and restart.
- >>> Computers use binary for efficient data storage.
- Binary numbers are a language understood by computers.
- >> The binary system uses 1 and 0 (1 is on, 0 is off).

# Lesson 3

Decimal Number (Base ten system)

It is represented by two numbers:



they also called









#### Decimal Number (Base ten system)

- >> Humans use the decimal system to communicate using numbers.
- >> The decimal system has ten unique numerals (0-9).

## Lesson 4

h

ŧ

- >> Before starting your project, discuss it in groups:
  - 1 The final product
- 2 The tools needed
- 3 Assigning roles
- Microsoft Word is an efficient program to use when working on projects.
- You can set up a Word document to be edited by numerous users in different locations.
- Microsoft Paint can be used to save the images you create and insert them into your document.
- >> Use email to send your work to other group members or to your teacher.

# Lesson 5

To add To subtract To multiply To divide

Add up numbers:

Home Tab → AutoSum → Enter

Add titles to a graph/chart

Toolbar → Chart Design → Add Chart Element

#### o SUMMARY on Theme

Choose the color of a graph/chart:

Toolbar --- Chart Design --- Format

Choose the type of a graph/chart: Toolbar

Toolbar → Chart Design → Change Chart Type

6 Choose the layout of a graph/chart

Toolbar --- Chart Design --- Quick Layout

# Research Collect Classify Process information information information

- >>> To research, first, define a research question.

  Then, use the internet or offline sources.
- You can collect data using Word or Excel (for numeric data), and pen and paper.
- >>> Excel graphs are one example of how you can classify and provide a visual representation of data.
- Once you have researched, collected, and classified your information, you want to process it to get results.

## Lesson 6

- Use one or two colors, or bold a text to emphasize specific information.
- >>> Use WordArt to make text have more impact
- >> In PowerPoint, you can use different background colors.
- >> Also you can insert photographs, shapes, charts, audio, and video
- >>> You can use Movie Maker to make a film from a selection of still images.





# Lesson 7

- Storyboard: It is a chart that shows a sequence of content that forms a plan or outline of your presentation
- Storyboard helps you to:
  - norganize and plan your ideas
  - 2 pre-visualize the results of a presentation
- >> To see an overview of your presentation, go to View -- Slide Sorter

#### The 10-20-30 Rule of Microsoft PowerPoint

- 10: No of slides Up to ten
- 20: The time of presentation no longer than 20 minutes
- 30: The font size no smaller than 30

# Lesson 8

#### Creating a Web Page

- >> You can create your story through:
  - 1 Website-building program ( )



2 Microsoft Word W



- >> In MS Word, to save a file as a web page:
  - File → Save as → Web Page
- >> HTML (Hypertext Markup Language): It is the language that will be displayed on a web browser
- >> Heading should have a larger font size than the rest of the text.
- >> Subheadings break up the information, they have a smaller font size than headings.
- >>> Text size should be suitable and smaller than subheadings.
- >>> Use simple fonts so your message is not hard to read.
- PowerPoint and web pages can include audio and video.



Choose the correct answ	
To add titles or labels of a gro	aph, you can choose from the toolbar
a. Add Chart Element c. Change Chart Type	b. Format
c. Change Chart Type	d. Quick Layout
Fossil fuels are found in natur	re in the form of
a. coal natural gas	c. oil d. all the previous
3 Dr. Ponce de Leon used	to monitor the appliances.
a sensors b thermostats	c. Bluetooth d. a and b
If you don't use official stores,	, only download software from sources.
_	c. unknown d. questionable
5 The system is c	alled the base-two system.
a. binary numbers	b. decimal c. octald. HTML
is just like your	
	entation c. Table d. Image
	nt presentation should not be smaller than
point size.	- 20
a. 10 b. 20	c. 30 d. 80
_	ology to collect data to for the future.
a. plan	b. manage teams
c. improve irrigation system	d. non of the previous
Put (√) or (X):	
MS Word is used to collect nu	umeric data.
You should process the collect	ted data to get results and share them with
others.	(
WordArt is an amazing paint	feature. (
The intellectual property right	ts of others are not important when using
their photos or videos.	(
The 10-20-30 rule is used in A	MS Excel.
You can insert audio to enhan	ice the text in your slideshow.
You can save a web page from	m the Edit menu

1230 ICT Prim. 4 - Second Term

and the	Choose the cor	rect answer:				
1	You can use					
	a. audio	b. video	c. a and b	d, none of them		
2	Go to View, then					
	a. Slide Master	b. Slide Sorter	c. Slide Page	d. Slide Title		
3	The web page hea					
	a. smaller	b. larger	c. normal	d. smarter		
4	You can use	to save t	he images you cred	ate and insert them		
	into your docume					
	a. Ms Word	<b>b.</b> Paint	c. email	d. Excel		
5	You can use the .	sign to	subtract the values	of cells in Excel.		
	<b>a.</b> +	b	C. =	d. *		
6	Subheadings hav	/e a	. font size than	headings on web		
	pages.					
	a. smaller	b. larger	c. normal	d. equal		
7				election of images.		
			c. Word			
8	The electricity use					
	a. more than	b. less than	c. the same	d, equal		
2	Put (✓) or (X):					
1	You can insert au	dio to enhance the	e text in your slide:	show.		
2	A PowerPoint pre	A PowerPoint presentation should present too much information.				
<b>3</b>	Subheadings hav	e a larger font siz	e than headings o	n web pages. ( )		
,Â			anagement system			
5		way to produce er		( )		
. 6	All software upda			( )		
0	VII 2011 Mate abao	iles radnite a test	all I a	. ')		

NOISIVE OF	on l	Theme	4

# Model Exam

1	Choose the corr			
Î	measures a. A thermostat	the temperature in a b. Windows system	ir conditioners of a c. Hard disk	and refrigerators. أ d. HDMI [2023 إثاثومر الشريف
2	In Windows opera	ting system, to shut do	own any program	
	press and hold a. Ctrl+Alt+Del	b. Shift+Alt+Del	c. Enter key	d. space key
3	. is o	ne of the renewable	energy sources.	1
1	a. Natural gas		c. Coal	
4	. are consi	dered a good way to	share data esp	pecially numbers.
	a. Graphs	b. Charts	c. Text	d. a and b
5	Computers unders	tand s	ignals.	
	<ul> <li>Optical</li> </ul>			
6	Humans use the	b. decimal	o communicate c. octal	using numbers.  d. operating
7	Dr. Diego holds a	PhD from the Univer	sity of	
	a. Chicago	b. California		
8	*	a software program,	you can find th	ne program in the
	fold		a D l	d Distance
	a. Installed	b. rayourites	c. Downloads	G. Pictures
4	Put (✓) or (X):			
1	Web pages can in	iclude audios and vi	deos.	( )
2	A thermostat is o	device that comm	nunicates inform	nation back to a
	computer.			( )
3	"Screen freezes" i	s one of the common	n problems whe	n using PC. ( )
4	The binary numbe	rs system has just tw	o numbers (1&2	2).
. 5	One of the tools ye	ou may need for a g	roup project is	email.
16		colors on your web p		
(7		S PowerPoint helps		

ICT Prim 4 - Second Term 1250-

# Model Exam.

The state of	Choose the correc	t answer:		
1	. is the l	anguage tha	t will be displayed	on a web browser.
	a. Php	b. HTML	c. Java	d. Askii
2	The time of the Pov	verPoint pre	sentation should	not be longer than
	minute			
	a. 10	Ь. 20		d. 40
3				
	a. Word		c. PowerPoint	
4	To add titles or labels  a. Add Chart Elemen			
5	You can use	to sen	d your work to you	or colleagues.
	a. Microsoft Word	b. Paint	c. email	d. the EKB
6	Microsoft	. is used fo	or editing graphics	and images.
	а. Ѕкуре	b. Word	c. Excel	d. Paint
				[أبناؤنا في الخارج 2023]
7	Computers are simple	e and efficie	nt with on/off state	es like a
	a. light switch			d, thermostat
8	To solve the problem			
	a. Alt, Del, and Enter			
	c. Alt, Ctrl, and Del		d. Alt, Ctrl, and	tab
2	Put (✓) or (X):			
- 1	Dr. Diego used techn	ology to red	uce energy waste.	( )
2	Web pages just inclu	de large ima	iges.	( )
3	You must install upda	tes for progr	ams manually.	( )
4	Computers understan	d informatio	n represented by	on/off. ( )
5	•			l-white design of your
	presentation.			( )
6	Microsoft Word is on	e of Micros	oft Office 365 pre	ograms. ( )
7	You can not insert an			_



	Choose the correct	tanswer:		
1	Dr. Diego develops the use of technology to build data systems related			systems related
	to .			
	a. renewable energy	b. tossil tuels	c. debris	Q. OII
2		you to plan your i	deas and pre-vi	sualize the results
	of a presentation.	1 6. 1 1	Cra-II:	d Visual offers
-	a. WordArt	b. Storyboards	c. Storytelling	d. Visual effects
3	To turn your device off a. power	press and hold o	lown the	, button.
4	A thermostat is used in	n retrigerators to 1	measure the	1.6
~	a. temperature			
5	ln , you	can use different	slide backgrou	nd colors.
2	a. web browsers			
6	In MS PowerPoint, you		rtant text in	tont to
	make that text stand o			
~~	a. bold			d. tiny
7	You can create your w			
	3 1 3		<ul><li>b. MS Word</li></ul>	
~	c. HTML		d. all the prev	
8)	A web page's	break ı	up information	and allow your
	audience to see what a particular section of your story is about.			
	<ul><li>a. heading</li></ul>	b. subheadings	c. main text	d. color
F	or (x):			
1	Dr. Ponce was able to	halance the now	er aria by movin	a and storing the
	electricity.	balance me powe	er gric by movin	g and sloring ma
2	,	on voje dovice s	souire internet .	connection to be
~	Digital books found able to use them.	on your device is	equire interner	connection to be
2			J r.	( )
3	All online sources are			
4	The number 7 in the de	ecimai numbers sy	stem is equivale	ent to (111) in the
	binary system.			
5	Identifying personal o	characteristics of	team members	can benefit the
,	group.		.1	( )
6	You can not attach a c			( )
/	You can use Microsoft	Word to create of	web page.	( )

# Finol Excoms



178 C ICT From. 5 - Second Term

49	You should take steps to make problem-solving easier. (
	When you write an email, don't be polite.
1	It is important to plan before conducting a digital search.
	Microsoft Paint is a program for editing pictures.
	Instant messaging is a fun and casual way to communicate.
•	PowerPoint is used to design presentations with text only.
3	Digital tools are used to book tickets for trains and planes.

Vainocamie

عَلِي مُنْ الْعَلِيمِ مِنْ الْعَلِيمِ الْعَلَيْمِ الْعَلِيمِ الْعَلِيمِ الْعَلِيمِ عَلَى وَالْعَلِيمِ

Choose the co	orrect answer:	
(i) ad	ld(s) tone and emotion, even in more fo	ormal situations.
a. PowerPoint	b. Emojis c. Chats	d. Printers
😰 me	easures the temperature in air condition	ners and refrigerators.
a. A thermostat	b. Windows System c. A hard disk	d. HDMI
The	in Microsoft Edge organizes resea	rch in one place and on
multiple devices		
a. Search	b. quote c. chat	d. Collections feature
Complete usi	ng the words between the brac	ckets:
(Word	Art - Raspberry Pi - internet - scanner -	· WordPress)
Companies also	use the to help others by	addressing environmental
concerns or sup	porting important causes.	
<b>2</b>	in be inserted to make text have even r	nore impact in Word.
j) is	a simple computer that you can progra	m to turn lights on and off
Put (✓) or (X):		
-	een" initiative spreads awareness of er	vironmental issues. (
	communication is real-time communication	
	blem of the screen stopping responding	
	n for 30 seconds.	
	column (A) what suits it in colu	ımn (B):
	Column (A)	Column (B)
Allow you to pl	an your ideas and pre-visualize the	a. Microsoft Editor
results of a pre-		
-	save the pictures you create and then	b. Amazon
	your document.	
ATS	k grammar and spelling.	c. Storyboards
		d. Microsoft Paint
-		e. Skype
(I) (2)	3	

--- Final Exams

#### ومَدَافِطُهُ الجُيرُةِ [5] (5) الْهُرُمِ النَّعْلِيمِيةِ 2023

1		ımn (A)	Colum	, (R)	
C	hoose from colum	n (A) what suits it i	n column (B):		
	a. Synchronous	b. Asynchronous	c. Both of them		
(5)	communic	ation is a real-time com	munication between pe	ople.	
	a. search engine	b. web browser	c. antivirus		
4	Microsoft Edge is a/an	that come	s with Microsoft Windo	o₩\$.	
	a. above	b. below	c. opposite to		
(3	The meta information fo	r the sites are placed	each link.		
	a. +	<b>b</b> . –	c. =		
(2)	You can use the	sign to add the vo	ulues of cells in Excel.		
	system. a. O	<b>b.</b> 1	<b>c.</b> 0,1		
	• •	the value(s)	to express the binary	numl	oer
7	hoose the correct				
		ne of the most unreliable	online sources.	l	
		easy to read in your pres		1	
		good ways to share date		ļ	
		gy to reduce energy wa		(	
		of a commercial website		(	
	ut (✓) or (X):				
_	. A / /\ an /\/\.				

Column (B)
a. Excel
b. Sensor
c. Word
d. Thermostat
e. PowerPoint

Column (A)	Column (B)
1) Sun and wind	a. to use technology to collect data in planning.
2) Coal and oil	b. measures the temperature.
3 A sensor	c. are fossil fuels.
4) A thermostat	d. communicates information back to a computer.
5 It's crucial	a. are renewable energy sources.
(i) /i	

# 6 2025 Another digett affect appetentill designate

	Choose the corr	rect answer:	
0	The role model in t	he Egyptian cartoon is	named
0,0	a. Pooh	b. Bakkar	c. Mickey
2	You can make a fil	m using	
	<ul><li>browsers</li></ul>	<ul> <li>b. spreadsheets</li> </ul>	c. Movie Maker
(3)	To run the program	ns more efficiently, they	must be
	a. updated	b. deleted	c. uploaded
	To learn computer	programming, use the	anno acción 4
	a. TV	b. Raspberry Pi	c. radio
(5)	The first screen a v		siting your site is called the
	a. Menu	b. Contacts	c. Homepage
		you should be	
	c. impolite		c. unclear
7		· ·	vant to add together, then click
	from the Home tak		
	•	b. Quick Layout	
(8)	•		ers or to your teachers use
	a. the email		c. Microsoft Word
9	The web browser	that comes with Micro	soft Windows is called
	a. Google	b. Yahoo	
10	To solve the probl	em of the screen free:	zing in Android devices, hold down the
	power button for 3		
	a. hours	b. minutes	c. seconds
II	To make the text h	ave more impact in Pa	werPoint, you can insert
	a. WordArt	b. Shapes	c. Images
12	The Egyptian Mini	stry of Environment sto	rted an initiative called "".
	a. Depris Tracker	b. Covid PPE	c. Go Green
13	•		eck online
Chr	a. libraries		c. museum
na.		is used to create webs	ites is
43	a. EKB	b. ADL	c. WordPress
a R		nting with a peer you	don't know well, be sure to use thei
100	THOU COMMONICE		
	- Cut name	b. nickname	c. abbreviation

a. Alexandria Digital Library b. Egyptian Knowledge Bank c. a and b

ICT Prim. 5 - Second Term (135)

Me Keiner decided to sore	ead awareness of the dangers of the internet. (
·	ith commercial and non-commercial services.
	nt started the "Go Green" init ative.
,	on is a real-time communication between people.
	nline, use both your rights and responsibilities. (
Complete using the w	ords between the brackets:
(programs - 'lcon' -	internet - Debris Tracker - Microsoft Editor)
The app rec	ords locations with GPS.
is used to ch	eck for spelling and grammar errors.
You can use video calls the	rough the
Software of	en need to be updated to run more efficiently.
You can click on	to reach other sections in a webpage.
Choose the correct a	nswer:
Digital citizenship contains	s rights, such as your
<ul><li>privacy</li></ul>	b. location
c. keyboard	
is used to w	rite documents.
a. Word	b. Paint
c, Excel	
You can use	in online communication.
a. emojis	b. files
c. Excel	
is used to sh	ow information in an appealing way.
- D D : 1	b. Paint
<ul><li>PowerPoint</li></ul>	
c. A game	

		to the state of th	THE R. P. LEWIS CO., LANSING, MICH. LANSING, MICH.
15	Annual of the state of the stat	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	والمتابية الانتفادية
10	C Single Service - B	nas (lateamen)	THE RESERVE OF THE PARTY OF THE
7.6	A STATE OF THE PARTY OF THE PAR	A STATE OF THE OWNER, THE PARTY OF THE PARTY	

1		Put (✓) or (X):	
	1,	Webpages can't include audi	io and video.
	2		
	3		
	4		to create an effective presentation.
	5	You can't download files from	the EKB website.
	6	Some rival businesses write n	egative reviews on their competitors' sites.
	7	Sensors are devices used to n	neasure the temperature.
	8	Be polite and respectful when	communicating online with others.
5		Choose the correct answ	wer:
	1	allow(s) you to	read more about the site before clicking on the link.
1		a. Online libraries	b. Meta information
		c. Egyptian Knowledge Bank	
	2	You can use "Alt + Ctrl + D	el" to solve the problem of the screen freezing on
		devices.	
		a. Windows	b. Android
		c. iPhone	
	3	is the language	that will be displayed on a web browser.
		a. PHP	b. HTML
		c. FSML	
	4	When researching a topic, y	ou can use offline sources, such as
		a. books	b. digital articles
		c. blogs	
	5	You can use to	send your work to your teacher or colleagues.
		a. the email	b. Microsoft Word
		c. Paint	
1	6	You can add	sing the Collections feature in Microsoft Edge.
1		<ul> <li>videos and images</li> </ul>	b. text and notes
		c. a and b	
1	7	One of your rights as a digital	al citizen is being protected from
		a. sharing	b. piracy
		c. privacy	

- 61326 ICT Prim 5 - Second Term U | | | U U U I I I U U

	,	-			
			The state of the s		
,	1		· Property the second of the second of the second second	A Part of the Control	
4		ıu	(2) 1 1 Stee   10 th .   1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	COURSE CONTRACTOR	
7					

		Put (/) or (X):		
		It is not available to	edit a Word document onlin	e. ( )
	3	Be sure the informat	ion you share and its purpos	e are clear. ( )
	3	You can't attach a d	ocument to your email.	( )
		EKB offers material	hat is subject to copyright.	( )
	(3)	A PowerPoint presen	ntation should present too mi	uch information.
		Corporates use the	internet to help others.	( )
	7	All online information	on is trusted.	( )
	(8)	Be sure to answer a	ny questions the group mem	bers may have.
		Choose the corr	not annuar	
-				de como in the N
	(I)	folder.	oftware program, you can find	the program in the ""
		a. Installed	b. Downloads	c. Favorites
	6		d in refrigerators to measure	
		a. temperature	b. energy	c. humidity
	<b>a</b>	•	us a digital citizen is being p	
		a. sharing		c. privacy
		_	language that will be displa	
l	Way!	g, PHP	b. HTML	c. FSM'L
	(5)		Library and Egyptian Kno	wledge Bank are
		libraries.	,	
		a. online	b. offline	c. a and b
	6	You can use 'Alt +	Ctrl + Del' to solve the pr	oblem of the screen freezing on
		devices		
		a. Windows	b. Android	c. iPhone
	7	When researching	a topic, you can use offline	sources, such as
		a. books	b. digital articles	c. blogs
1				

. mar exams

Canad Lorent & County Town

	out (✓) or (X):
2	It is recommended to update the software installed on your device regularly.(  The website of the Alexandria Digital Library is one of the reliable information websites.
3	You can use the email to attach a document or an image and send it to the other group members.
4	Synchronous communication does not occur in real time.
5	A thermostat is used to connect all refrigerators and air conditioners together to
	measure the temperature.
6	You can use Microsoft Paint to save the images you create and insert them into
	your document.
7	You can't use Microsoft Excel for gathering data and information. ( )
8	A PowerPoint presentation should present too much information.
2	Choose the correct answer:
i	is one of the most important digital applications that helps in facing
	various environmental issues.
	a. #trackingppe b. Debris Tracker c. Go Green
2	A web browser that can help you browse, search, stream, and more, is
	a. Microsoft Editor b. Microsoft Edge c. Microsoft Word
3	is an example for a commercial website.
	a. Amazon b. Bing c. Google Maps
4	conditioners used throughout the day.
	a. A sensor b. A thermostat c. The Debris Tracker
5	Online maps can provide clear and occurate directions to the required places, such as
	a. Google Maps b. Bing c. Facebook
6	Online communication is positive when you
	a. use positive words b. assume the best c. all of them
7	
	digitally.
	a. Online maps b.Online libraries c. Online museums

# 12 १०१३ वेकामण प्राची क्षीन का अस्माणी प्रमण्डल

	Put (✓) or (X):		. 4-
1	Do not be polite and res	spectful if you are communic	cating with an authority figure.
2	You could use PowerPo	int to create a presentation.	
3	You can't export a colle	ection to Excel or Word.	( )
14	Asynchronous commun	ication uses digital tools,	such as video chats, live TV
	shows, and instant chal	rooms.	1 1
5	If someone needs help	communicating online, don	't share what you know.(
6	Websites do not include	e meta information.	( )
9	If you need to display o	street or an area map, alv	vays check online maps.( )
8	The Egyptian Knowledg	ge Bank contains the world	d's largest collection of online
	educational resources.		}
2	Choose the correct	answer:	
1	Personal protective equ	ipment includes	and disposable gloves.
	a. face masks	b. PPE	c. GPS
2	Software programs ofte	n need to be	
	<ul><li>updated</li></ul>	b. web page	c. software
3	The binary number sys	stem is used to send, rece	ive, and store information on
	digital		
	a. computers	b. phones	c. all the previous
4	The purpose of	websites is to sell pro	oducts or services.
	a. commercial	b. non-commercial	c. share
(5)	are like o	light switch; the computer	design allows only two states:
	on and off.		
	a. Systems	b. Computers	c. Numbers
6	Most software program	s, like are d	ownloaded from the internet.
	a. Microsoft Office	b. Google Chrome	c. all of the previous
7	When you are on a/ar	your emotion	ons will be visible to everyone.
	a. video call	b. email	c. computer

#### 12 (2) Saved Ones distribution of a April Devise

	1/-	2 Mary Activity Carlo Control of the
A. S.	F	Put (√) or (x):
	1	Ms. Keiner used social media compaigns to encourage followers to collect PPE
	2	Social responsibility includes expressing your positive opinions and respecting others opinions.
	3	If you haven't met the person you are writing to yet, introduce yourself first.
	4	When you are on a video call, your emotions will be invisible to everyone.
	5	The purpose of commercial websites is to sell products or services like Amazor
	6	WordPress program enables you to create a website by choosing a blank tempions only.
	7	Microsoft Edge browser doesn't allow you to export collections to Excel and

Word.

	Choose the corre	ect answer:	
1	One of the sources	for research is specialized	search engines, such as
	a. Google	b. Bing	c. all of them
2	is a s	switch that measures the te	mperature in air conditioners and
	refrigerators.		
	a. A power grid	b. A thermostat	c. Natural Gas
3	In Windows operat	ring system, to shut down a	ny program that doesn't respond.
	press	* *	
		b. Shift + Alt + Del	c. Enter key
4	, com	nunication is real-time com	munication between people wi-
	instant responses.		
	a. Synchronous	b. Asynchronous	c. Negative
5	is used to se	end your work to the other o	group members or to your teacher
	<ul> <li>Microsoft Edge</li> </ul>	b. Paint	c. Email
6	is an	example of how you can	classify data drawn in the form of
	a graph.		
	a. Word	b. Excel	c. Debris Tracker
7	To make storyboar	ds to help produce an ef	fective presentation, you can use
	" h "## # \$ \$ \$##\$ #		
	a. PowerPoint	b. instagram	c. WordPress
8	progr	am is used to make a film !	from a selection of still images.
	a. Twitter	b. Microsoft Windows	c. Movie Maker

ICT Prim. 5 - Second Term 01410

### 14 (01) applied parel (1) applied (1864) See

THE PARTY NAMED IN	Choose the correct	answor:
	The Alexandria Library websites	and the Egyptian Knowledge Bank are examples of
	a, unreliable c, commercial	b. reliable
2	is used to	create websites
	a. Photoshop c. WordPress	b. PowerPoint
· 3	Ms.Peg Keiner used the	Trackingppe on Twitter and Instagram.
	<ul><li>a. posts</li><li>c. hashtag #</li></ul>	b. tags
4	The "" init a	tive was started by the Egyptian Ministry of Environment
1	in 2019.	
	a. Go Green	b. Twitter
	c, a and b	
(5)	The 10-20-30 rule is use	
	a. Word	b. Excel
1	c. PowerPoint	
2	Complete using the	words between the brackets:
	-	pogle Maps - Google and Bing - Sun and wind)
1		s are very useful to look for information
	online.	
2	is an exar	nple of asynchronous communication.
3		ear and accurate directions to the required places
14	Dr. Diego Ponce De Leo	n used to monitor the appliances.
18	The are re	enewable energy resources.
100		
200		
3	Put (✓) or (४):	
3		
3	Put ( / ) or ( / ):  You should spread false  Helpful websites have s	information. ( ) earch engines inside them. ( )
1	Put ( / ) or ( / ):  You should spread false  Helpful websites have s	information. ( )
1 2 3	Put (/) or (X):  You should spread false Helpful websites have so You must use positive working the second	information.  earch engines inside them.  ords when communicating online with others.

	/15) 2023 augu	الدارة زمتما النع	محافظة الغربية			
Pi	ıt (✓) or (X):					
		de clear and accurate	directions to the required places.			
			( )			
(2) h	Microsoft Edge is a web	browser that comes	with Microsoft Windows; it helps			
	you browse, search, and					
	The size of the text o subheadings.	n webpages must b	e appropriate and smaller than (			
	Sharing safe information is one of the responsibilities that you have as a digital citizen.					
3	A decimal system is a nu	imbering system that h	as a base number of (2).			
C	omplete using the	words between th	ne brackets:			
	(Editor - a	wareness - response -	Bing - reliable)			
<b>(</b> )	Synchronous communica	ation is appropriate if y	you need quick or direct			
_	The purpose of non-commercial sites is to provide information or					
	The Egyptian Knowledg library sites on the inter		ample of the digital			
	internet.	f the most popular sp	pecialized search engines on the			
	To check for spelling err Word program.	ors choose the	icon from the Toolbar in the			
C	hoose the correct	answer:				
<b>(1)</b>	website is	an example of comm	ercial websites.			
(	. EKB	b. WhatsApp	c. Amazon			
2	You should always use .	while co	mmunicating online.			
C	positive words	b. emolis	c. negative words			
<b>3</b> 1	To solve the problem of		ou can press			
	3. Alt + Tab + Del					
	A is a switch that measures the temperature in air conditioners a refrigerators.					
	1. thermostat	b. sensor	c. decimal system			
<b>3</b> Y	You can use the	program to col	lect numeric information.			
0	. Word	b. PowerPoint	C. Fycal			

o tinal txams

# مَحَامَطِهُ الدَّمِعُلِيْنِ إِلَيْ الْمُأْلِسُ الْتَعْلِيدِينَ (2023) وَعُمُولِينَ الْمُأْلِسُ الْتُعْلِيدِينَ

1 Put (1) or (1):		, 40					
HITM is the language that will be displayed on a web browser.							
<ol><li>Video chats and live to</li></ol>	2. Video chats and live television shows are examples of asynchronous						
communication.	communication. ( )						
(3) Anyone can download	Anyone can download the Debris Tracker app on their phones for free.						
The font in a PowerPo	The font in a PowerPoint presentation should be no smaller than 30 points.( )						
Protection from piracy	Protection from piracy is one of your responsibilities as a digital citizen. ( )						
A thermostat is a switch that measures the temperature in air conditioners and							
refrigerators.		( )					
You can use email to save the images you create and insert them into your							
document.		{ }					
To display a street or	an area map, you can c	heck online maps. ( )					
Choose the corre	et answer						
		a film from a selection of images.					
a. Movie Maker	b. PowerPoint	c. Word					
	ample of a non-commerc						
g, Jumia	b. EKB	c. Amazon					
3 To create a formula, y		G. Alliazoli					
a. +	<b>b.</b> /	c. =					
	browser that comes wi						
		c. Google Chrome					
	tware program that is us	c. WordPress					
a. Paint	b. Excel						
		ou can press					
a. Del+ Alt +Tab	-	c. Ctrl + Alt + Del					
		your emotions will be visible.					
a. video chats	b. emails	<ul> <li>c. instant messaging</li> </ul>					

# المحالية البحيرة - إدران حصيف المطالية المالك 17 19

0	Put (√) or (x):						
(	You can use the Movie images.	Maker program to make	a film from a selection of still				
0	To automatically add up numbers in cells, select them and choose AutoSum. (						
(3	Commercial websites of	Commercial websites often include customer reviews.					
(	When you are writing a	When you are writing a message, your emotions will be visible to all.					
3	You must install updates for programs manually.						
9	Choose the correct	answer:					
(1)	Ms. Keiner used an appl	ication called	to collect data about PPE litter.				
	a. the Debris Tracker		c. Skype				
2	In Power Point, you can	put important text in	font to make that text				
	stand out.						
	a. normal	b. bold	c. smal				
(3	The EKB and ADL websi	tes have specialized	***************************************				
	a. search engines	b. information	c. a and b				
	The purpose of non-com	mercial websites is to	111407 ******* <b>1</b>				
	a. sell services	b. provide information	c. sell products				
5	You can use Microsoft V	Vord to create	e apte 4				
	a. reports	b. webpages	c. a and b				
3	Complete using the	words between the	brackets:				
Ĭ	(Start New	Collection - PPE - senso	ors - Wind - on)				
1	) is one of the	he renewable energy res	ources.				
2	You can use	to start a collection in	Microsoft Edge.				
3	3 Dr. Ponce used to monitor the appliances.						
4	In the computer binary system, the value (1) represents "" in terms						
	of electrical signals.						
5	includes fo	cemasks and disposabl	e gloves.				

## ا يعطون المال إدارة الدلندات المعلومات 18 و 18 أ

A	Put (✓) or (X):						
Ó	You should visit sites that spread false information. (						
(2	Online communication may be misinterpreted negatively.						
(3	Peg keiner launched the hashtag #WasteTracker on Twitter. ( )						
4	Museum websites contain dictionaries and encyclopedias. ( )						
5	Egypt has a system for using water efficiently to increase agricultural area. ( ) ;						
2	Choose the correct	answer:					
0	is an exa	mple of specialized search engines.					
	a. Excel	b. Bing					
	c. PowerPoint						
2	is a device that sends the information back to the computer.						
	a. A sensor	b. A thermostat					
	c. Raspberry Pi						
(3	When the screen stops responding, press						
	a. Tab + Alt +Del	b. Shift + Alt + Del					
	c. Ctrl + Alt + Del						
	You can use	to send your work to the other people in	a group.	)			
	a. the email	b. Paint					
	c. Word						
5		. at any time you communicate.					
	a. excited	b. selfish					
	c. patient						
3	Complete using the	words between the brackets:					
(D	igital maps - "Go Green	" initiative - Microsoft Edge - Amazon - A	synchrono	ous)			
0	is an exa	imple of commercial sites.					
2	a communication does not require an immediate response.						
	aims to spread awareness of the environmental issues.						
9	is a web browser accompanying Windows.						
(5)		clear and accurate directions to the require	d places.				

Put (✓) or (X):	The state of the s	- 1			
	amous search engines is Bing.	,			
You can't insert an image into a Word document.					
-	and reliable information.	,			
	ype of communication.	,			
The Debris Tracke	r app can be download on your phone for free.	(			
Choose the cor	rect answer:				
You can use	to add the value in Excel.				
a. +	b. Save				
c. *					
② is a	n example of synchronous communication.				
a. Paint	b. Video chat				
c. EKB					
Make sure the infe	ormation you share are				
a. personal	b. jokes				
c. clear					
You should exhibit	t behavior with others online.				
<ul> <li>positive</li> </ul>	b. negative				
c. VPN					
The Debris Tracket	er app records the location with				
a. IMS	b, GPS				
c. PPE					
Complete using	g the words between the brackets:				
(Amazon –	PPE - Email - Start New Collection - PowerPoin	nt)			
_	udes facemasks and gloves.				
200	in example of a commercial website.				
0	in example of asynchronous communication.				
	gram is used to make slideshows.				

1460 ICT Prim. 5 - Second Term

Final Exams

#### مطامطة ومياط (١) 2023 كما

n.d	//\ on/Y\:					
	t (✓) or (X):		* * * * * * * * * * * * * * * * * * * *		٠	
		ation does not require a		1		
. 5		of a commercial website.		1		
	3. AutoSum is used to divide cell values automatically in Excel.					
.4 To	save a file as a webp	age, select "Open" from	the "File" menu.	-{		
5 Us	e simple fonts, so you	r message is hard to rea	d.	1		
Chi	oose the correct	answer:				
		he screen freezing, you	can prate			
	•	b. Alt, Ctrl, and Del				
_		with your teacher, you s	c, their first name			
-	titles	b. jokes				
		can write				
a.		b. =	c. –		1	
4	•	cation is useful when y		every	da	
		ou need an immediate of				
	Synchronous	•	c. a and b			
- /	. Leon creates softwar ergy-efficient way.	e to program the	and refrigerators	s in a	ne	
σ.	devices	b. electricity	c. air conditioners			
6) A	thermostat is used in r	efrigerators to measure	the			
-	temperature	b. energy	c. humidity			
	•	stores, only download so	oftware from			
	Windows	b. reliable sources				
		at will be displayed on				
	web browser	b. TV screen	c. Word layout			
			•			
-		ation, slides shouldn't be	c. twenty slides			
	thirty slides	b. ten slides				
		n is called the base-ten s				
Q.	decimal	b. binary	c. octal			

#### عضامظة دمناط (٤) 200٤ ما

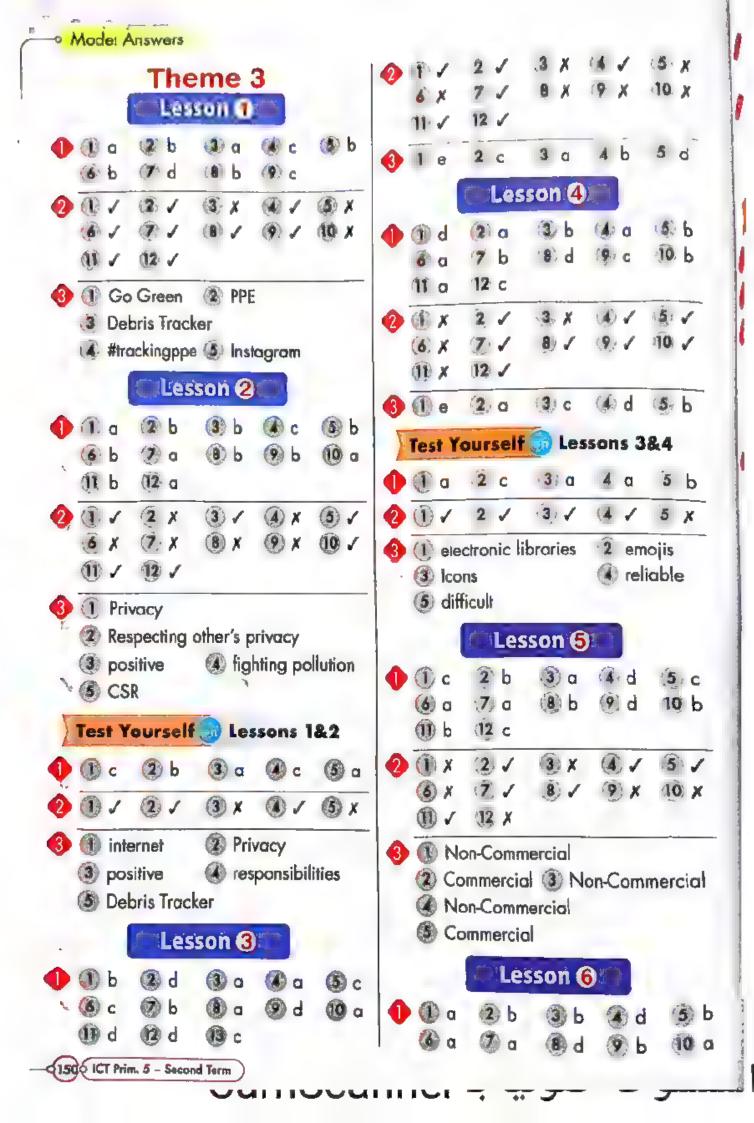
O HINDI EXGINS

	4	Manager of the party of the second					
Put (	() or (X):						
1 Using	j emojis in m	essages shows tones and e	motions.		(	)	
2 The s	The storyboard helps to organize ideas in sequence.						
3 We u							
4 The R	laspberry Pi	can be programmed to rea	d sensors and	record data.	(	]	
5 in syr	nchronous co	mmunication, everyone inte	racts and rece	eives informatio	on at t	he	
same	lime.				(	]	
Choo	se the cor	rect answer:					
		raph can be chosen from th	e command .				
a. A	dd Element	b, Format	c. AutoS	um			
2 The	subheadings	are written in a font	the mo	in headings.			
a. le	ss than	b. greater than	c. equal	to			
3 You	can use	to monitor and co	ntrol home ap	pliances.			
a. G	oogle	b. Google Maps	c. sensor	rs .			
4 The	"Go Green"	initiative aims to spread aw	areness of	iss	ues.		
a. ec	ducational	b. environmental	c. a and	Ь			
5	is o	tool for editing and checki	ng for spelling	g and gramma	ır.		
a. W	/ordPress	<ul> <li>Microsoft Edge</li> </ul>	c. Micro	soft Editor			
Choo	se from c	olumn (A) what suits i	t in colum	n (B):			
		Column (A)	4 Pro 4	Column	(B)		
1 Amo	zon is an ex	cample of websites.		a, Synchrono	us		
2 You	can add	to the presentation.		b. electronic	librari	es	

Column (A)	Column (B)
1) Amazon is an example of websites.	a, Synchronous
2 You can add to the presentation.	b. electronic libraries
communication is real-time communication between people.	c. Task Manager
4 In the Windows operating system, programs that do not respond appear in the window.	d. commercial
5 The Egyptian Knowledge Bank is an example of	e, audio clips
1 2 3 3	1010

# Model







(6) a

6 1

(6) b

6 1

1 b

(6) b

6 1

(1) a

( d

(6) 1

1 b

( a



(152) CT Prim. 5 - Second Term

9

#### Lesson 6 1 (1) c .3 b (4 d (5) a 2 a @ d (2) b (B) a 9 b 2 / (3 X 5 1 21 (8) X N OF (9) X (12 X (13) / 14 / (1) audio (2 Movie Maker WordArt (4) Graphs (B) colors Test Yourself ( Lessons 5&6 **⊕ ⊕** a (5) c (2) C 3 b 4, d 2 10 x 211 (3) X (A) 1 5 1 1 PowerPoint 2 Excel Movie Maker audio clips 6 EKB Lesson 🕖 (2) a 3 c (A) a (5) a 1 1 b (7) c (9) a (8) b ( b (S) 1 (2) X (3) / (A) K ② □ ✓ □ (B) X 8 / (T) X 9/ (3) (1) e 2 c (3) b (4) d (5) a Lesson 8 (A) c **1 1** d (2) b (3) C (5) b (9) a **⑩** b D b (B) a (5) a (5) V (4) X 2 / (3) X **1 1 1** 60 X (9) X (T) X 2 MS Word 1 TML Subheadings font size, color Headings

#### Test Yourself 🕞 Lessons 7&8 (2) a **1 (1)** d (3) d (4) d (5) a (1) (1) V 2 / (3) X A A (5) / PowerPoint (2) File 3 30 4 simple 5 10 Medel 2 d 🕦 🕦 a 3 a (A) a (6) b (7) c Big 2 (1) x 2.1 A A 3 X (3) X (6) 1 (7) X Model Exam 2 2 b 1 (1) c 3 b (A) b (5) b (7) a 60 a (8) a (1) V 2 X 3) x (A) 1 6 X Model Exam 3 2, a 1 (1) a (3) b (A) d (5) b (6) b 7 b (8) c 2 1 V (2 X 3 / A X (6) X Model Exam (2) b (3) b 🕦 🕦 b ( a (5) C **8** € (7) a (6) d 2 1 1 (2) X (3) X (A) / (3) X 7 X (6) 1 Model Exam (2) b 3 a **(** (5) b 1 (1) a (7) d (8) b **6** a 201 3 X (2) X (A) 1 7

ICT Prim. 5 - Second Term (153)

#### Final Exams Answers





•	1	2/	13 1	(A) X	<b>(5)</b> /
2	(I) c	(2) c	(3) a	(A) a	(5) c

- Windows 2 Email
  - specific information heading
  - 5 slide sorter



- 2 a 🕕 🐠 Ь 3 d
- 2 (internet (2) WordArt
  - Raspberry Pi
- ③ ④ ✓ 2 x 3 1
- 4 🚯 c (2) d (3) a

#### المحافظة الجيرة إدارة الهرم التعليمية المرافظة الجيرة المارة المراف

- 3 1 3 1 5 x 1 1 2 1
- 2 (1) c 2 a (3) a (A) b 3 a
- 4 (1) d 3 e (4) b 2 c 5 a

#### 5 Hand Hall (1915)

- A SO 3 1 2 1 3 1 A X
- 2 ( c (1) c a a (a) (3) C
- (3) (1) e 2 c 3 d (4) b (3) a

-AISIN ICT Prim 5 - Second Term LI III

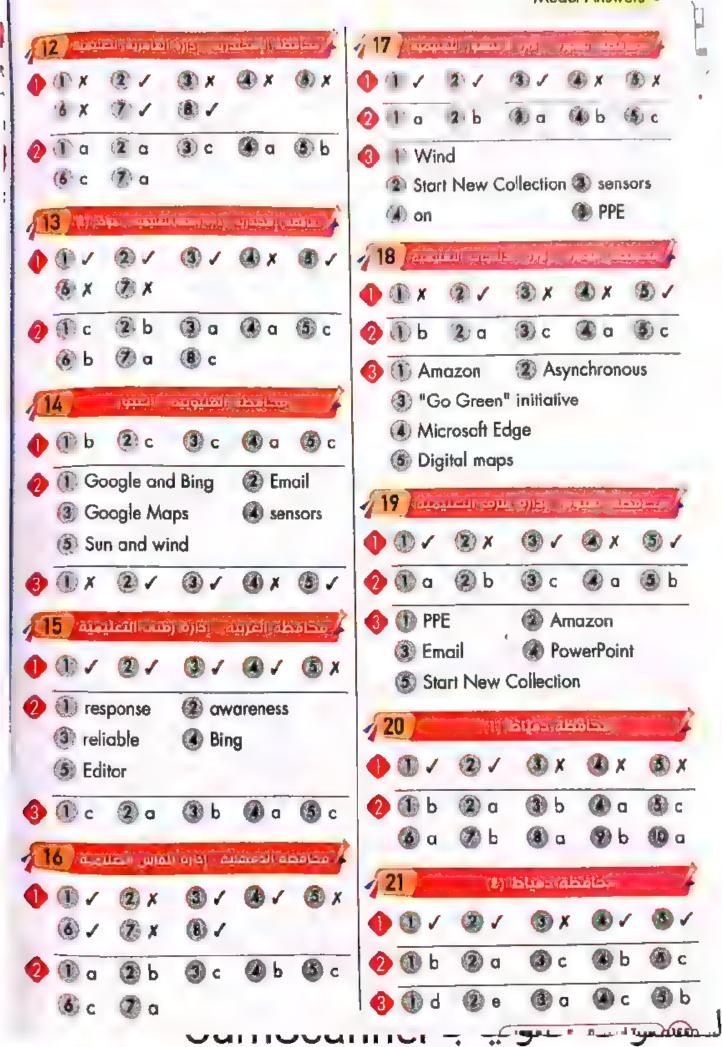
- م المعلم الإسلام إلى واله سرف اللغليمية الم (A) b C C (3) a (9) C 10 c (2) c 6 b 13 b (4) c da a (12 c M a المحافظة المخلورة المارة وسط التسمية الموجم الله (B) X (3) X
- 10 1
- (B) a **b** (3) g (II) b (2) a
- 7 a
- المنافقة السخادري ورق احسب التنبيب
- 3 / 3 x 3 / 1 (1) x (2) V
- Debris Tracker
  - Microsoft Editor
- (3) internet b 'lcon'
- programs (1) (1) a (2) a
- (A) a (3) a (3) a
- र प्राथमा विकास किया है। जन्म का कि
- (A) / (5) x (III) X (2) / (3) X (B) 1 (F) X (8) /
- 🕗 🚯 b 2 a (1) b (A) a (3) a (6) c (7) b

#### ्री 10 (१) हर का विकियान व्यक्तियकाणी स्थापन स्थापन

- 🕕 🐠 K 29 / (3) X (Z) X 1
- 2 a 4 b 3 b (A) b Ø a

### معادلة السرادين المساه المالية

- B / A X (A) X (B) X
- 2 b 3 g a a



# Vocabulary

T	he	m	R	3
				40

Lusson	(1)			-	
United States	الرلايات المتحدة	Explorer	المستكشف	Ambassador	سعيرة
Director		COVID-19 ponder	جاثمة كورونا nic	Association	منظمة
Litter المخلفات				1	
Linei	البخلفات	Personal protective equipment معدات الوقاية الشحصية		تطبيق متعقب المخلفات	
Description	الرصف	Analyze		Piloted	أمثلقت
Campaigns	حملات	Encourage	تشجيع	Followers	متأسعون
نظام تحديد المواقع العالمي GPS		Initiative	مبادرة	Spread awareness	نشر الوعي
Environmenta iss		Natural resources			
1	القضايا البيثية		الموارد الطبيعية		

Lesson	(2)				
Digital citizen	المواطن الرقمي	Rights	حقوق	Responsibilities	مسئوليات
Privacy	اخصرصية	Protection	حماية	Piracy	القرصنة
Engage	ر يشارك	Access	الوصول إلى	Respect	احترام
Exhibit	ايعرض	Behavior	سلوك	Health care	الرعاية الصحية
Fighting	) مكافحة	Climate change	تغير المناح	Express	يعير
Opinions	ا آراء	Clear	واضحة	Responsible	مسثول
Content	محترى	Advertise	يعلن	Addressing	معالجة
Supporting	دعم				

Lesson (8	3)				
Communication	التواصل	Nickname	اسم مستعار	Authority	مستول
Emotions	مشاعر	Polite	مهذب	Visible	مرئية
Respectful	محترم	Convey	ينقل '	Avoid -	تجثب
Appropriate	مناسب	Jokes	النكت	Nonverbal	غير شفهي
Introduce yourself	عرِّف بنفسك	Tone of voice	نبرة الصرت	Be clear	كن واضحًا
Misinterpreted	إسعة قهم	Peer	آرين	Unfortunately	للأسف
Abbreviate	اختصر	Contractions	اختصارات	Personal pronouns	ضمائر شخصيه
Encouraging phrase	s				
i i	عبارات تشحيم				

Les	sson*(4) <u>_</u>					_
Articles	+, 4	المقالات	Menus .	القوائم م	Dictionaries	القواميس
Scrolling		التعرير	Encyclopedias	الموسوعات	Taglines	عدارات توضيحية

#### Vocabulary o-

Interactive files	الملقات التقاعلية	Overall theme	المجة عامة	Accurate	دقيق
Creation	ولشاء	Copyright	حقوق النشر	Template	تعودج
Features	سمان	Homepage	المطمة الرئيسية		

Lesson (5)					
Commercial	نجارية	Non-commercial	غير تجارية	Advertisements	إعلامات
Opinions	آزاء	Products	منتجات	Fake	غير مقيقية
Services	حدمات	Decision	قرار	Misleading	بمبلنة
Sell	بيع	Buy	يشتري	Appealing	مرغوپ
Awareness	الوعي	Customer reviews	تعليقات المعلاء	Rival business	شركة منافسة
Geographic location					
افي '	الموقع الجغر				

Lesson (6					
Web browser	متصفح الويب	Conciseness	الإيجاز	Current page	الصقحة انجالية
Graphs	رسوم بيائية	Clarity	الوضوح	Refinements	هجسنات
Toolbar	شريط الأدوات	Charts	محططات	Punctuation	علامات الثرقيم
Sentence fragments	أشباه الجس	Links	روابط	Capitalization e	rrors أخطاه الأحرف الكبير

Lesson	×(7)			•	
Encycloped as	موسوعات	Thesauruses	معاجم	Search engine	محرك البحث
Library	مكنبة	Copyright	حقوق النشر	Keywords	كلمات مفتاحية
Accurate	دنيقة	Directions	اتجاهات	Meta information	معلومات وصفية
Display	استعراص	Museums	متاحف	Icons	أيقونات
Appropriate	مناسبة	Unreliable	غير موثوقة		

Lesson	(8)				
Synchronous	متزامن	Polite	مهذب	Response	ىد
Real-time	الوقت الفعلي	Patient	صبور	Complicated	معقد
Immediate	فرري	Asynchronous	غير متزامن	Tone	أسلوب
Serious	جاد	Lighthearted	لطيف	Clear	واصح

Ì	Theme 4								
ı	Lesson (1)								
ı	ة الدكترراه PhD	شهاد	Air conditioners	مكيفات الهواء	Infrastructure	بنية تحتية			
	Agricultural land	الرقعة	Progress	تقدم	Food security	الأمن الغذائي			

#### Vocabulary

Fossil fuel	المقود الحقوي	Reclaimed areas	المناطق المستصلحة	Efficiency	ا كفاءة
Monitoring		Thermostat	منظم المرارة	Remote sensing	الاستشعار عن بُعُد
Sensors		Make decisions	أتضأذ القرارات	Irrigation	الري

#### Lesson (2)

Reliable	مواوق	Not responding	لا يستجيب	Efficiently	كفاءة
Restarting	إعادة التشنيل	Instructions	تعليمات	Binary	العد الثنائي
Investigating	التقصي				

#### Lesson (3)

Store	حقظ	Value	تيبة	Decimal system	خظام العد العشري
Quantity	كسية		-		

#### Lesson (4)

Planning	التخطيط	Section	جزه	Assign roles	ورُّع الأدوار
Interests	الاهتمامات	Environmental issues	قضايا بيئية	Numerous users	مستخدمون متعددون
nsert	إدراج	Attach a document	إرفاق مستند	Explorer	مستكشف

#### Lesson (5)

Gathering	تجميع	Formula	معادلة	Useful	مفيد
Chart	رسم بيائي	AutoSum	جمع تلقائي	Classify	تصنيف
Numeric data	البيانات الرقمية				

#### Lesson (6)

Presenting	تقديم	Bold	عريض	Audience	جمهور
Impact		Content	المحتوى	Photographs	المبور الفوتوجرافية
Appealing way	طريقة جذابة	Enhance	تعزيز	Emphasis	إبراز
Marie Co. Co.	تشتيت الانتبا				

#### Lesson (7)

Storyboards	لرحة العمل	Outline	خطوط عريضة	Chart	مخطط
Organize	يتظم	Sequence	تسلسل	Pre-visualize	تصنق مسبق

#### Lesson (8)

Princi			Attention	انتباه	Variety	متثوع
Subh	eading	العنوان الفرعم	Heading	العتوان	Suitable	مناسب
Succe		بنجاح				



## **Exams**

Choose the corre		2023	
U			
	a Goa's Ambassador		
		c United Emirates	
	tools as to he	p others and contribute in	
social activities.			
a. YouTube	<b>b</b> . the EKB	c. social media	
s an examp	ole of a commercial w	ebste	
a. The EKB	b. Amazon	c. WordPress	
C You can use	to check for spelling		
a Microsoft Editor	<b>b</b> M crosoft Excel	c Microsoft Wirldows	
i., N. wadays,	is/are being used inst	tead of power generated	
from fossil fuels			
a. solar energy	b. natural gas and		
( Humans use the	system to comm	nunicate using numbers	
a. binary	b. decimal	C. octal	
1 You can use	program to make a	film from a selection of	
mages.			
a. Movie Maker		c. Word	
() A web page's		on and a low your and ence	÷
to see what a part	icu ar section of your	story slabout	
a heading	<b>b.</b> subheadings	c man text	
Put (, ) or (*):			
1 knoud a ways	be respectful when cor	mmunicating with others (	
The EKB offers mo		- copyright	)
All online informati	ion is trusted.	(	)
to as or judy decision	e on example of 1890s	מילו ונימימי אוני מי	
O contras prystem	uses only the values	18/2	H
Oren town of let	cell a Word Kean	iently diment cons	
at in different place	es.	(	
When the mile hat the	of fry wanted to	( , to the terms ) remains the	

question.

ICT Frim. 6 - Second Term +105+

#### Choose the correct answer:

Di Ponce de Leo future	on uses technology to collec	ct data to	for th	e
a, plan	b, manage teams	c. save energ	ال	
The number of s	lides in a presentation shou	ila not be more t	hon	
slides				
a.10	<b>b</b> . 20	<b>c</b> . 30		
Mich soft Word o	an be ealted by numerous	users in differen	t	
locations, if there	is an available			
a. keyboard	b. printer	c. internet cor	nnectio	on
1 The syste	m is called the base ten sy	stem.		
a, binary	b, decimal	c.octal		
Computers under	rstand signals.			
a. optical	b. electrical	c. a&b		
Tou can use the in	nternet to communicate			
~	<b>b</b> , asynchronously			
	ons search is a resource to		terials	3
a. copuright-free	<b>b.</b> protected	c, digital		
	(an) example(s) of reliab			
a, Alexandria Digi		b, EKB		
: 0&0	ů .			
Put (✓) or (X):				
Synchronous comm	munication occurs in real-til	me communicati	on. (	)
	not have a heading on you		(	)
The binary number	rs system is called the bas	se ten system.	(	)
Dr. Gergo uned tech	nno ogy to reduce energy	waste	(	)
Google Critome is a	a type of browsers that co	omes with Windo	ws.(	)
The propried of nor	n commercial websites is	to seli products		
or services			(	)
CSI is air abbrevia	t on for corporate social re	esponsibility	(	)
CT Prim. 5 - Second Term				

## 3

æ	Choose	the	correct	answer:

<b>3</b>	a. Onl ne libraries c. Tne Egyptian Knowl The Egyptian M.n.stry	ad more about the site be <b>b</b> . Meta information ledge Bank of Environment started		
0	f you're communicating a.jokes The purpose of comm	b. social responsibility  ng with your teacher, yo  b. titles  erc al websites is to  b. ro se awareness	u should use c. his first name	1
		nformation managemen		
	<ul> <li>a. irrigation</li> <li>In the decimal system</li> <li>represent all possible</li> </ul>	, we use number	<b>c</b> .industry r symbol(s) to	
	a, audio	b. two c enhance a text or imag b. video werPoint presentation is coint size.	<b>c</b> .a&b	n.
F	a.10 Put (/) or (X):	<b>b.</b> 20	<b>c.</b> 30	
9	The Alexandria Dig to online sources You can't add videos	stive behavior in interaction in L brary is considered corrupted to the links within a collection	one of the unreliable ( in in Microsoft Edge (	)
9	Assigning roles to the a project.	essage is clear when core group members is cru	cial when starting (	)
0	All online sources are AutoSum is used to d	safe to download prog liv de cell values autom	atically in Excel. (	)

ICT Prim. 5 - Second Term #107+-



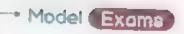
## Alleger Fram 4

	Choose the correct	t answer:			
0	a.report Computers use the a.binary numbers	b. web pages system to store da b. decimal of a graph, you can cho	c.octal	ntly. n the	
0	<b>a.</b> Email  We can use special zeo <b>a.</b> Bing	b Format of synchronous commun b.Live TV show a search engines, such a b.Google Chrome Microsoft Edge organize	c.A recorded v c.a&b	rideo	е
	place a. Selections includes short p a. Icons when you are making will be	b.Collections Dieces of information ab b.Menus a video chat with your f	c.Toolbar out the website c.About link	tions	
	ut (/) or (X):				
	<mark>'he 10-20-30 rule is u</mark> se ou can put important t	ed in MS Excel text in a different color t	to emphasis	(	)
SĮ S <u>u</u>	pecific information. he number 5 in the bin jstem.	ary system is equivaler balance the power gri	nt to (101) in the	( e bina (	) iry )
th SEX of	e electricity. Atreme reactions to pro a product's true value	oducts are usually goods. s, dictionaries, encyclope	d indicators	( )s.( (	)
	rn. 5 - Record Term				

## 5

C	Choose the correct answer:			
n A	Ms Keiner used an app called to collect data about a the Debris Tracker b. Zoom c. Satellite is one of your responsibilities as a algital citizen a. Privacy b. Respecting other's privacy c. a & Even in more formal situations, it's usually safe to use emojis.	ù b		
6	a. zero b. one or two c. more communication is useful when you are writing abo matter to family and you need an immediate or quick resp a. Synchronous b. Asynchronous c. a & b		jday	
-01	Thermostat is used in refrigerators to measure the			1
	You can use to save the images you create and i into your document.  a. Microsoft Word b. Paint c. email  You can change the color of a graph/chart using .	nsert the		1
	toolbar.			
A	a. Format b. Quick Layout C Chang  Storyboards in MS PowerPoint allows you to	e chart	type	
	a. plan your aeas b make videos c collect  Put (/) or (X):	data		
5.	Websites menus waste time when you search for inform	nation.	(	)
0	Amazon is an example of commercial websites.  Google Maps are considered accurate and they are required.		(	)
	updated.		(	)
( .	You must install update for programs manually.		(	)
٠	WordArt is an amazing Excel feature		(	)
	You can use Microsoft Word to create a web page		(	)
0	Digital books found on your device require an internet	connec	tion	
	to be able to use them.		1	)

ICT Prim. 5 - Second Term +109+



## 6

Choose the correct	t answer:	
Peg Keiner uses	<ul><li>b. teachers only to spread information</li></ul>	c. al ages
rid of the problem of f a. social media  Customer reviews help a particular product o  a. sell	<b>b. WhatsApp</b> customers decide if the	c.EKB  ey want to  c.check
<ul> <li>Online libraries such a</li> <li>a. Wikipedia</li> <li>c. social media</li> <li>Dr Diego develops the</li> </ul>	s nave secure, v <b>b. the Alexandria</b> Libra	erified information ary
<ul> <li>In computer binary system</li> <li>a. on</li> <li>You can use to</li> <li>a. Microsoft Word</li> </ul>	<b>b.</b> off send your work to your	c.pass colleague c.email
<ul><li>Synchronous communi</li><li>The decimal number sy</li><li>Graphs and charts are</li></ul>	Iften include customer recation is useful any time istem is called base tendagood way to share do easy to read in your pre-	evlews ( ) e ( ) system ( ) ata ( )

<b>y</b> =	Hoose the tollect	answer;		
0	communication	is a real-time communic	cation between people.	
		b. Asynchronous		
0 -	is the language	that will be displayed or	a web browser.	
	a PHP	b. HTML	c. HMLT	
		add the values of cells in	Excel.	
	a. +	b	C. =	
	The binary system is us digital electronic device	sed to send, receive and .es.	information on	
	a. process	b. delete	c. store	
	If you download a softfolder.	ware program, you can t	find the program in the	
	a Installed	b. Favorite	c. Downloads	
	The electricity used by electricity used in winte	air conditioners in summ r.	er is the	
	a more than	b. less than	c. the same as	
0	The meta information f	or the sites are placed	each link.	
	T	b. below		
1	Microsoft Edge is a/an	that comes with	Microsoft Windows.	
	a search engine	b. web browser	c. antivirus	
P	ut (/) or (X):			
		tion should present too n proper to your topic wh		
	designing a web page.		( )	)
0	You cannot attach a do	cument to your email.	( )	
0	We can use technology	to solve many problem	s. ( )	1
0	Video chats and live tel	evision shows are examp	oles of asynchronous	
	communication.	and the second s	( )	•
0	You can visit museums	digitally through digital t	ools. ( )	
		ake reviews when evalue	aung products and	
	services.		( )	
			ICT Prim 5 - Second Terry	



Choose the corr	ect answer:		
If you are writing to     yourself firs	a person that you have r	never met, you should	
a introduce	b. produce	c. engage	
One of the ways to	respect online sources is t	to the sources.	
a lanore	b. credit	c. download	
Nonverbal commun	nication doesn't show	Blown: \$	
a eue contact	b destures & posture	C. a & b	
If someone writes of	comment: "It is a very ba	d product, I wish I coul	d
evaluate it with zero	o!", this is considered a	comment	
a positive	b. negative	c, none of the previou	JS
G communica	tion doesn't (don't) occur	in real time and doesr	ı't
(don't) require an in	nmediate response.		
<ul> <li>Synchronous</li> </ul>	b. Asynchronous	c. Both of them	400
	tion doesn't (don't) occur	in real time and doesn	1't
(don't) require an in	stant response.	David - Cul	
a. Synchronous	b. Asynchronous	c. Both of them	
Dr. Ponce de Leon u	sed to monitor the	appliances.	
a. sensors	b. thermostats	c. WiFi	
Computers only unc	derstand information repr	esented by	
a.1s	<b>b.</b> 0s	<b>c</b> .a&b	
Put (/) or (X):			
Being socially respon	nsible includes being care	eful of the websites	
you use.		(	)
	tive covers only two envi	ironmental issues. (	)
	search engines inside.		)
	or online extension to use	the Editor when	
you search or write e		(	)
	ngines may lead you to u	unreliable pages	
or unsafe pages.		(	)
	be updated automatical		)
	e, be sure to answer any	~	7/4
group members may	-	questions that goo	)
groop monacis mag	, 11010.		1
ICT Prim # Record Term			

Cilease answer:		
You can use the in PowerPoint to offer alternatives t	to the	
normal black-and-white design of your presentation.		
a. Design tab b. View tab c. Insert tab		
You can use to write a report.		
a. MS Word b. MS Excel c. MS Power	Point	
The system is called the base two system.		
a. binary b. decimal c. octal		
To solve the problem of a screen freezing, you can use		
a. Alt, Tab, and Del b. Alt, Ctrl, and Del c. Alt, Ctrl, ar	nd Tab	
communication is/are useful when you are writing a	about	
serious or complicated matters to someone you don't know	v well.	
a. Synchronous b. Asynchronous c. Both of the	em	
Using Collections feature in Microsoft Edge, you can add		
a. videos b. Images c. a & b		
Websites can use information about the sites you visit to sh	NOW	
about your interests.		
a. reviews b. advertisements c. information	DΠ	
The EKB and ADL websites have specialized		
a. personal information b. search er	igines	
c.a&b		
Put (/) or (X):		
Web pages include large images only.	(	)
You can insert shapes in MS Word only.	(	)
You have to discuss the tools needed to complete each se	ction	
of the project after finishing the project.	(	)
All software updates require a restart.	(	)
Electricity uses in a certain town changes throughout the o	day. (	)
Online libraries sometimes include dictionaries, thesauruse	es,	
and encyclopedias in the same site.	(	)
by series links and texts into a collecti	on in	
You can drag charts, araphis, links and texts into a concest		
You can drag charts, graphs, links and texts into a collecti Microsoft Edge.	(	

	rect answer:		
When using EKB,	help you to save time	and find information	eas
o. icons	h menus	C. UKL	
Companies helpine	g others by addressing e	nvironmental conc	erns
or supporting impe	ortant causes is called	helps we merchanis . If	
a. CSR	b. GPR	c. PPE	uro t
If you're communication	cating with a peer you do	n't know well, be so	JI C (
use their		a abbreviations	
a. first name	b. nickname	re about the people	e
	rs to contact or learn moi	C Opport me back.	
involved in a websi	b. Contact link	c. a & b	
A rival business ca	n post a fake revie	ews on their compe	etito
cites to prevent no	tential customers from me	aking a purchase.	
a positive	b. negative	c. none of the pr	evic
are helpful	for searching different me	edia, such as imag	es c
videos online.			
a. Online libraries	b. Online museums	c. Online maps	
is the progr	am used to handle nume	ric data.	
a. Word	b. Excel	c. PowerPoint	
are conside	red a good way to share	data, especially	
numbers.			
numbers.	b. Charts	c. Both of them	
numbers.	b. Charts	c. Both of them	
numbers. a. Graphs ut (/) or (X):			
numbers.  a. Graphs  ut (/) or (/):  The factors affectin	g climate change are co		
numbers.  a. Graphs  ut (/) or (/):  The factors affectin  he most important	g climate change are co social issues.	nsidered one of	((
numbers.  a. Graphs  ut (/) or (X):  The factors affectin  he most important  n formal situations,	g climate change are co social issues. you should not use emo	nsidered one of ijis.	((
numbers.  a. Graphs  ut (/) or (X):  The factors affectin he most important n formal situations, t is recommended t	g climate change are co social issues.	nsidered one of ijis.	((
numbers.  a. Graphs  ut (/) or (X):  The factors affectin he most important n formal situations, t is recommended to	g climate change are co social issues. you should not use emo to make your site visually	nsidered one of ijis. y appealing and	((
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numbers.  a. Graphs  ut (/) or (X):  The factors affection he most important in formal situations, it is recommended to ser friendly. It product's review the the trusted. One of the most family exponse.	g climate change are co social issues. you should not use emo to make your site visually nat's overly positive or n	nsidered one of ijis. y appealing and egative should ling. uire an instant	